

Adding LIPA Printers to your own PC or Laptop

Windows 7 & Vista

PREREQUITES:

You will need to be connected to the internet before you start and logged on to the LIPA Wi-Fi using your LIPA Username and password.

When connecting to LIPA printers, you may be required to install the relevant printer driver software. Here is a list of the printers including their make, model number and a link to the required printer driver software.

DOWNLOADING DRIVER SOFTWARE:

LRC Black & White Printer

Make and Model: HP LaserJet 4300TN

<http://www.lipa.ac.uk/printing/HP-4300tn.zip>

LRC Colour Printer

Make and Model: Sharp MX-2700N

<http://www.lipa.ac.uk/printing/Sharp-MX2700n.zip>

MTEM Suite Printer (Level 5 - Room 5.06) - (Only available to MTEM Students)

Make and Model: Canon LBP6650dn

<http://www.lipa.ac.uk/printing/Canon-LBP6650dn.zip>

CAD Potter (Level 5 – Room 5.01) - (Only Available to TPDT Students)

Make and Model: Canon iPF750

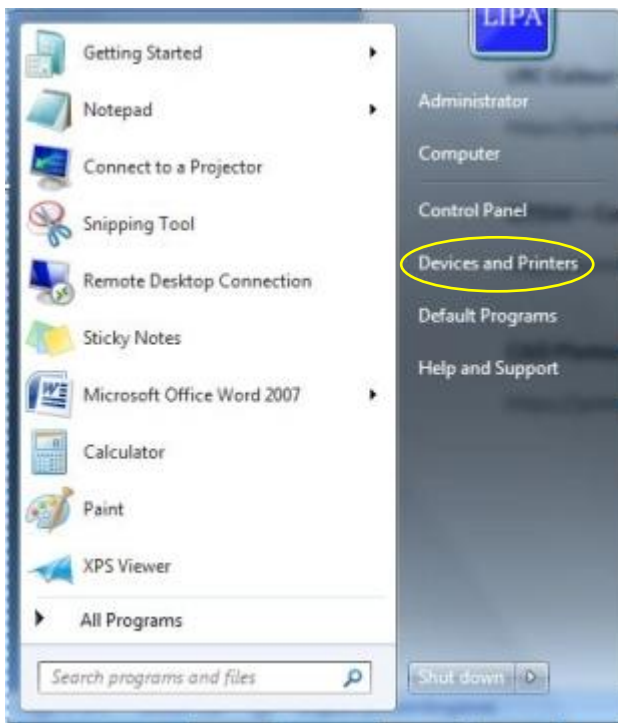
<http://www.lipa.ac.uk/printing/Canon-iPF750.zip>

Once you have downloaded a printer driver you will need to unzip its contents to a folder on your computer. Make a note of the location that you unzip the contents to, as you will be required to browse and find the unzipped driver during the printer connection setup.

STEP 1: CONNECTING TO A LIPA PRINTER:

Click the **Start** Button 

Click on **Devices and Printers**



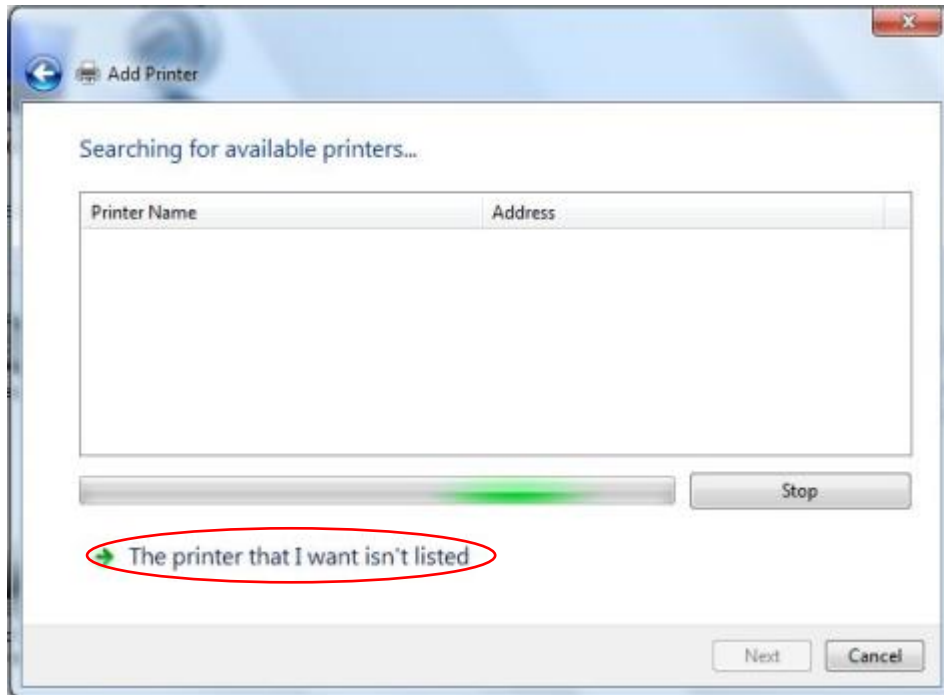
Click **Add a printer**



In the Add Printer Window Choose **Add a network, wireless or Bluetooth printer**



Then choose the option **The printer that I want isn't listed**



Make sure the option **Select a shared printer by name** is selected and then copy & paste or type in the link for the printer that you would like to connect to:

LRC B&W Printer - HP LaserJet 4300TN

<https://printing.lipa.ac.uk/LRC Black & White/.printer>

LRC Colour Printer - Sharp MX-2700N

<https://printing.lipa.ac.uk/LRC Colour Laser/.printer>

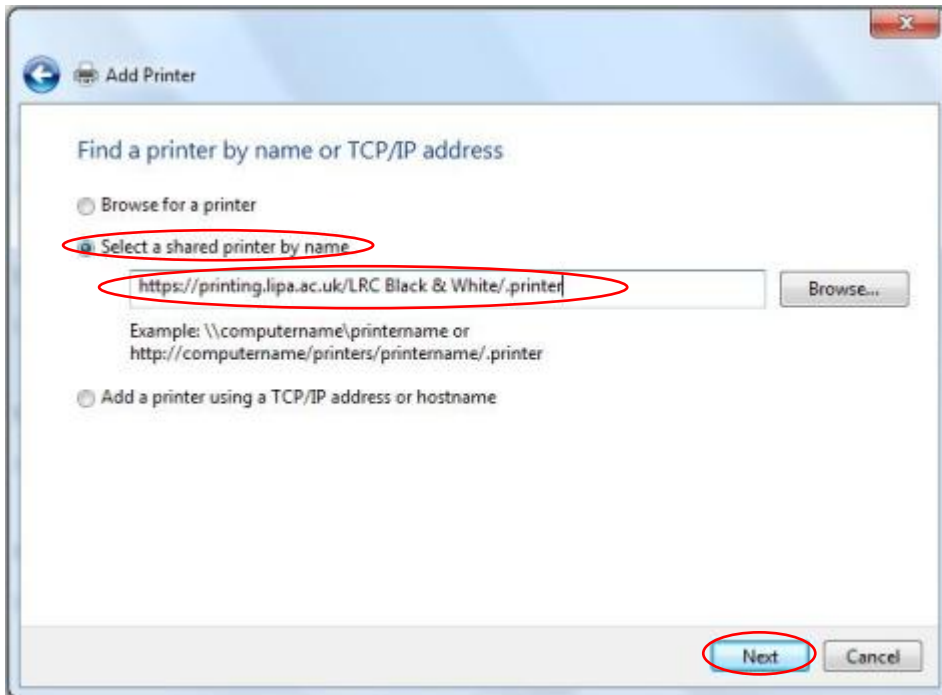
MTEM Suite Printer – Canon LBP6650dn - (Only available to MTEM Students)

<https://printing.lipa.ac.uk/MTEM Suite - 5.06/.printer>

CAD Plotter - Canon iPF750 - (Only Available to TPDT Students)

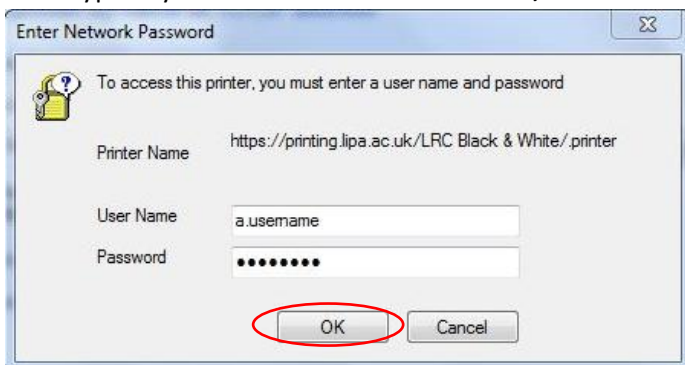
<https://printing.lipa.ac.uk/Cad Plotter - 5.01/.printer>

Once you have entered the printer link, click **Next**



Example printer used is the LRC Black & White

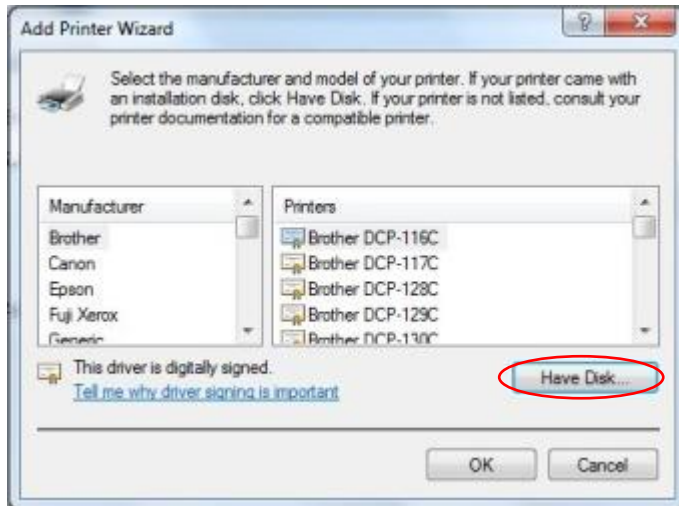
Now Type in your **User Name and Password**, and click **OK**



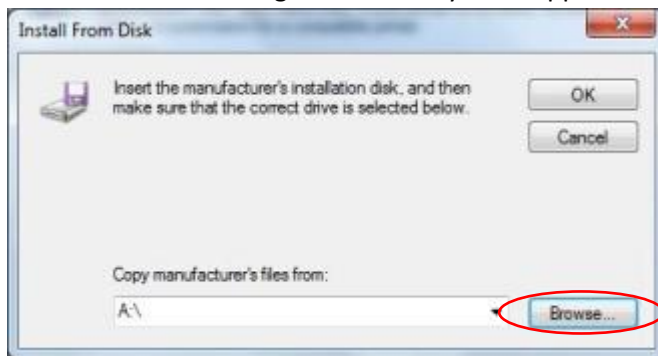
Step 2 will only happen if you need to install printer driver software

STEP 2 DRIVER INSTALLATION

Now click on **Have Disk**



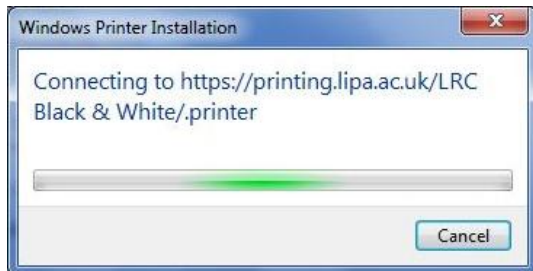
Click **Browse** and navigate to where you unzipped the printer driver software



Choose the printer in the List and click **OK**

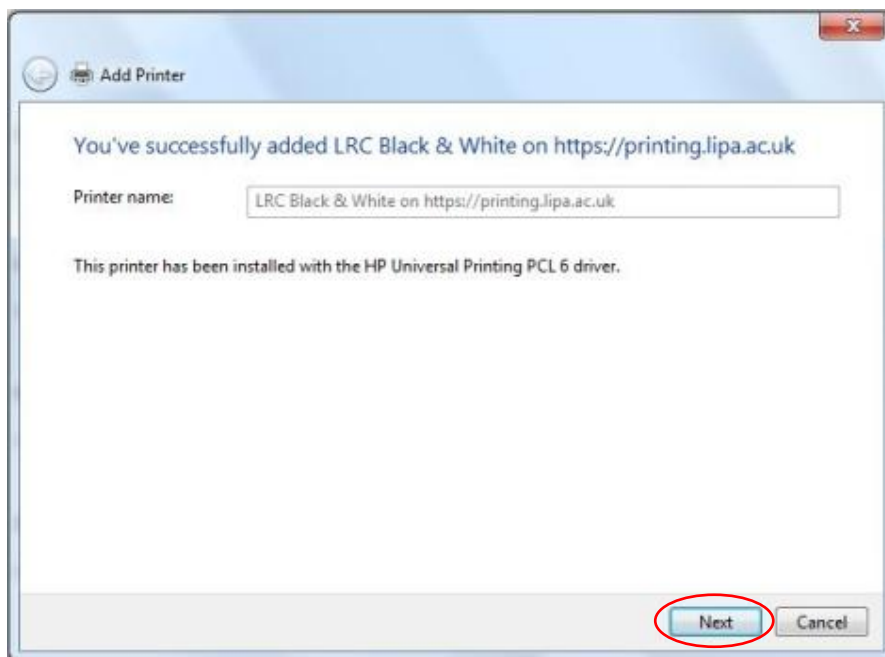


The driver will now install and the printer will be connected

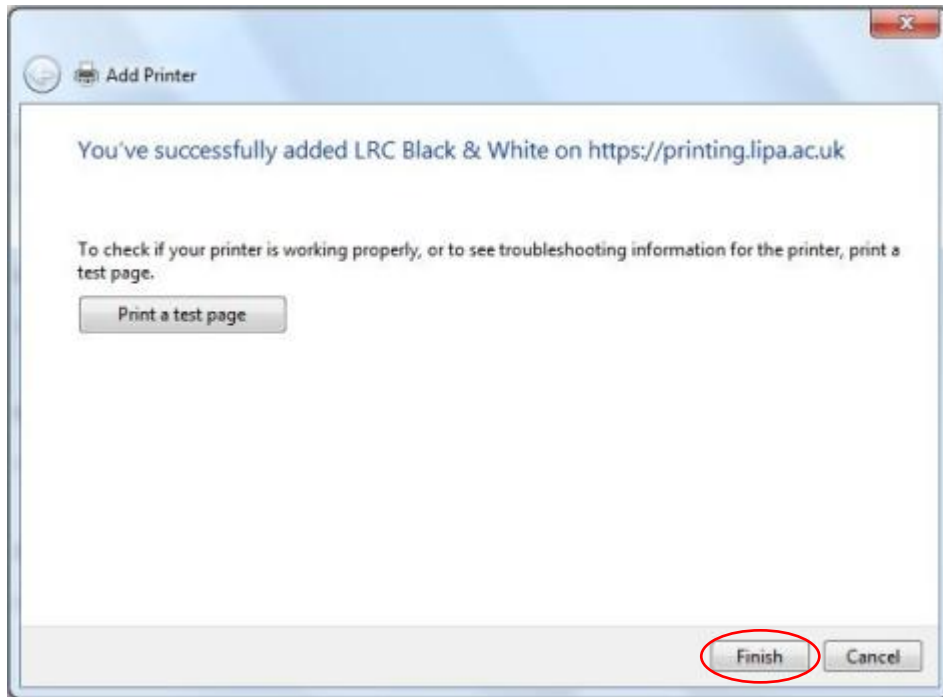


STEP 3: FINISHING OFF THE INSTALL

Click **Next**



Click **Finish**. You are now ready to use the LIPA printer that you chose.



PRINTER INFORMATION

- LRC Black & White Printer -

Make and Model: HP LaserJet 4300TN

Printer Driver: <http://www.lipa.ac.uk/printing/HP-4300tn.zip>

Printer URL: <https://printing.lipa.ac.uk/LRC Black & White/.printer>

- LRC Colour Printer -

Make and Model: Sharp MX-2700N

Printer Driver: <http://www.lipa.ac.uk/printing/Sharp-MX2700n.zip>

Printer URL: <https://printing.lipa.ac.uk/MTEM Suite - 5.06/.printer>

- MTEM Suite (Level 5 - Room 5.06) - (Only available to MTEM Students)

Make and Model: Canon LBP6650dn

Printer Driver: <http://www.lipa.ac.uk/printing/Canon-LBP6650dn.zip>

Printer URL: <https://printing.lipa.ac.uk/MTEM Suite - 5.06/.printer>

- CAD Potter (Level 5 – Room 5.01) - (Only Available to TPDT Students)

Make and Model: Canon iPF750

Printer Driver: <http://www.lipa.ac.uk/printing/Canon-iPF750.zip>

Printer URL: <https://printing.lipa.ac.uk/Cad Plotter - 5.01/.printer>