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A new way of printing has arrived

Managed Print

A Sustainable City initiative

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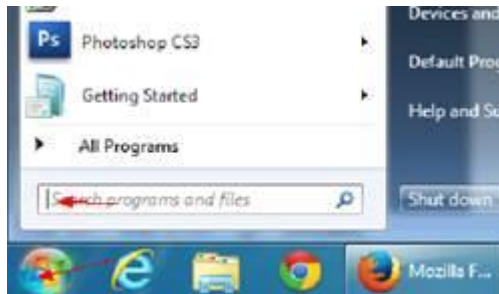
Setting Your Default Workgroup Printer on PC

You may also wish to use one of the Workgroup printers, these are dedicated printers which allow you to print in mono to A4 paper, and will look like one of these:



- 1 You will need to setup your PC so it can print to the workgroup printer as follows:

Clicking the **Start** button  and then, on the Start menu, then enter [\\nsq687ap\mps\\$](https://nsq687ap\mps$) into the “**search programs and files**” box



- 2 Navigate the folder structure by selecting your building and floor level

To setup your PC double-click the print icon which corresponds to the name of your printer (each printer is labelled).

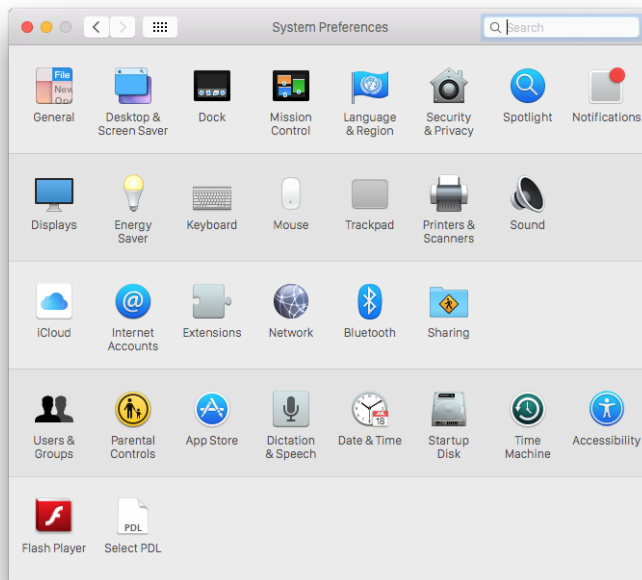
Your PC is now setup and you will be able to select this printer from within your windows applications.

If you need help, please call the IT Service Desk on 020 7040 8181.

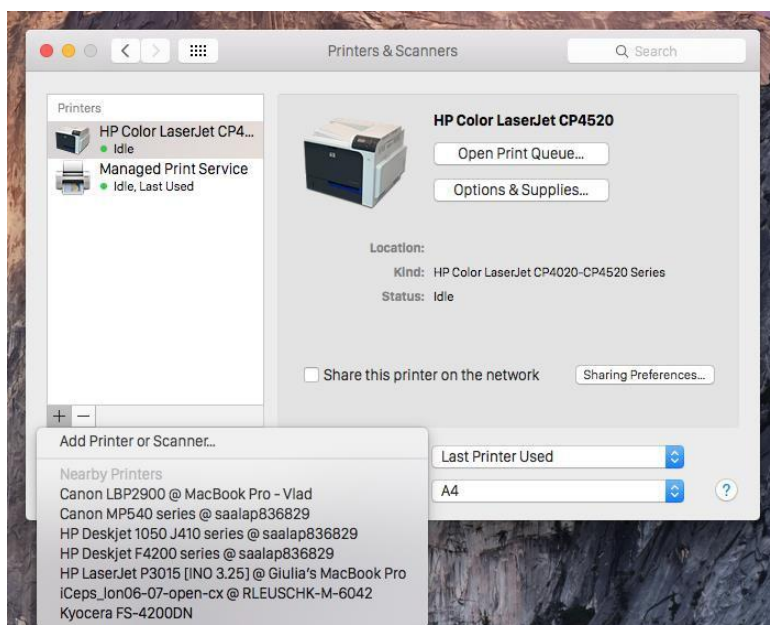
Setting Your Default Workgroup Printer on MAC

1. Locate the Workgroup Printer name on the sticker on the printer itself. You will need to last section of its name. This is the printer name.
i.e. if the printer is called [\\nsq687ap\MPS-MG18-01](#) you will need MPS-MG18-01.
If the printer is called [\\nsq687ap\MPS-M121-01](#) you will need MPS-M121-01.

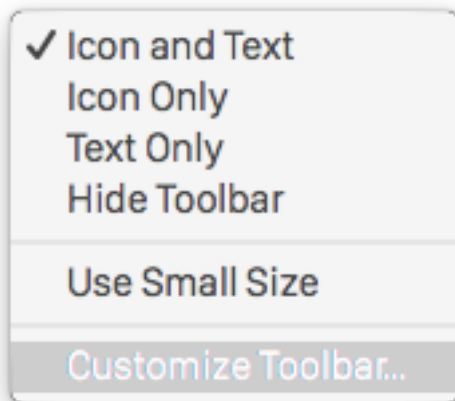
2. Open 'System Preferences' -> Click on 'Printers & Scanners'



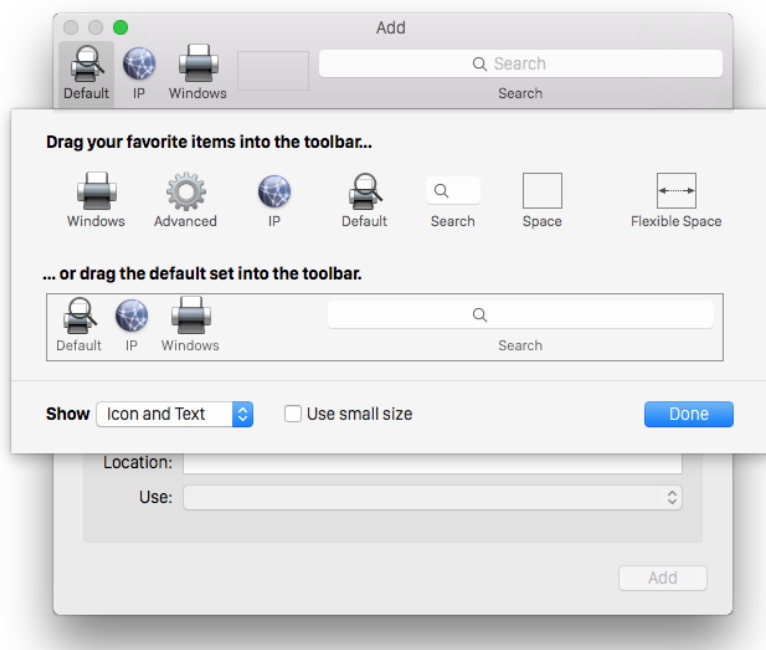
3. Click on the '+' and then 'Add Printer or Scanner'



4. Right click next to 'Windows' on the toolbar and select 'Customise Toolbar'



5. Drag the 'Advanced' icon to the toolbar and press 'Done'



6. Click on 'Advanced' from the toolbar and change the settings to the following:

Type: **Windows printer via spools**

Device: **Another Device**

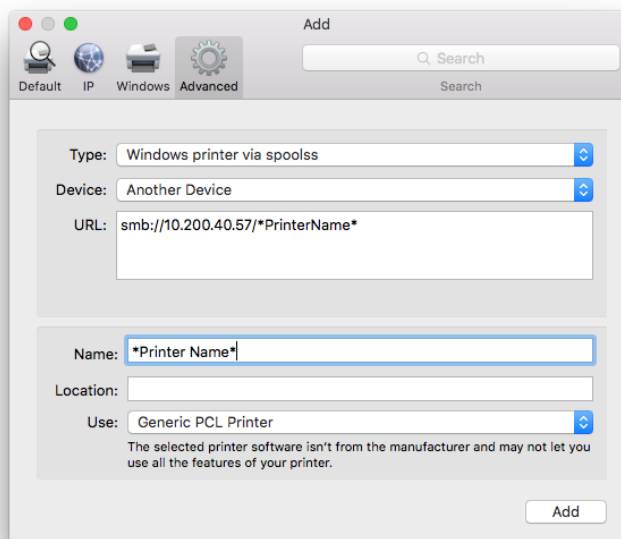
URL: **smb://10.200.40.57/*PRINTER NAME***

Name: ***PRINTER NAME***

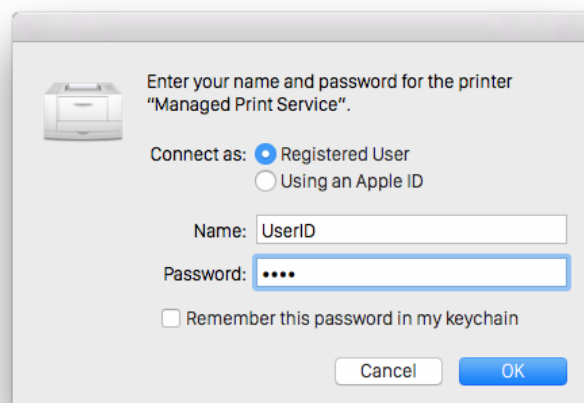
Location:

Use: **Generic PCL Printer**

7. Click on 'Add'



8. The first time you print to 'Managed Print Server' you will need to login with your enterprise account and check the 'Remember this password' option.



Setting Your Default Printer on Linux

Please find the steps to get the printing working on a Linux computer:

1. Make sure your samba file (smb.conf) has correct entries, see sample smb.conf file that works with a city setup [here](#).

2. Get a PPD file for your printer. You can find it here:
<https://www.openprinting.org/download/PPD/Kyocera/en/>

3. Execute these commands:

```
/usr/sbin/lpadmin -p YourChosenPrinterName -v  
smb://NSQ687AP.ENTERPRISE.INTERNAL.CITY.AC.UK/ -P Correct_PPD_File.PPD  
/usr/sbin/cupsenable YourChosenPrinterName  
/usr/sbin/cupsaccept YourChosenPrinterName  
/usr/bin/lpoptions -p YourChosenPrinterName -o auth-info-required=username,password  
/usr/bin/lpoptions -p YourChosenPrinterName -o media=A4
```

4. Open printers.conf file (/etc/cups/printers.conf) and add a printer queue at the end of DeviceURI name as below:

DeviceURI smb://NSQ687AP.ENTERPRISE.INTERNAL.CITY.AC.UK/**Managed Print Service**

5. Restart cups service