

## Introduction

These procedures explain how to use the iPrint web interface to install a printer.

## Installation Procedures

The installation procedure consists of two parts:

1. Installing the Novell iPrint client. This is done only once per computer.
2. Installing the printer. This is done for each printer that needs to be installed on the PC.

Once the installation is complete the printer will function in exactly the same way as a regularly installed printer.

### 1) Installing the Novell iPrint client

Before starting this procedure make sure all other programs are closed.

- Open your web browser and navigate to the iPrint page  
<https://acadprtsrv.holycross.edu/ipp> for Academics or  
<https://admnprtsrv.holycross.edu/ipp> for Administrators.
- Find the link “Install iPrint Client” on the right side under the red NOVELL and click on it.
- Click on run.
- Click on run.
- Click on next.
- Click on finish.
- Close your browser window.

### 2) Installing the printer

- Open your web browser and navigate to the iPrint page. For Academics this will be <https://acadprtsrv.holycross.edu/ipp> . For Administrators this will be <https://admnprtsrv.holycross.edu/ipp> .
- Browse until you find the printer which needs to be installed and click the printer name.
- A Microsoft Internet Explorer dialogue box appears asking if you wish to install the printer.
- Click OK.
- The Novell iPrint Client Printer Installation Status window appears showing the installation progress. This will close automatically once the installation is complete.
- The Novell iPrint dialogue box appears.
- Click OK.
- The browser returns to the iPrint page. The printer installation is now complete.