Millikin Printer Installation

Students who have a personal computer may install and print to centrally located printers in residence halls and general access labs. For more information and to read the Printing Policy for Students, please go to www.millikin.edu/it > Technology Policies > Printing Policy for Students.

To install a campus printer, please follow these instructions:

**IMPORTANT:** The student must be connected to Millikin’s secure network, either through a wired connection or wirelessly via MU-RESNET. For step-by-step instructions on connection to MU-RESNET, please visit www.millikin.edu/it > Student Support > Network Connection FAQs > Wireless Setup and follow the instructions for your operating system.

*For best results, please do NOT use Google Chrome browser for printer installation.*

1. Open a new instance of your browser and log in to myMILLIKIN.

2. Under MENU on the right-hand side of the screen, select Install Printers OR at the top of the screen, select the number of pages next to Print Balance; a dialogue box will open.

3. In the dialogue box below, install the iPrint client by clicking the red **Click here** link, as highlighted below.

   ![Click here](image)

   **Click here** to authorize your print jobs.

   **Click here** if you have not already installed the iPrint client.

   *For best results, please do NOT use Google Chrome for printer installation.*

4. Click the link in the dialogue box that corresponds to your operating system.

   a. To determine whether you are running 32-bit or 64-bit Windows OS, right click on (My) Computer on your desktop or in your Start Menu, then select properties. The System Properties box will specify what operating system you are running; in the case of Windows XP, you are running 32-bit if the System Properties box does NOT specify what bit system you are running.

5. If you are prompted with a security warning, please accept and install the certificate per the instructions in your browser.

6. Complete the installation per the instructions on the screen.

7. Once the iPrint client installation is complete, **close all instances of the browser**.

8. Open a new instance of your browser and log in to myMILLIKIN.

9. Under MENU on the right-hand side of the screen, select Install Printers OR at the top of the screen, select the number of pages next to Print Balance; a dialogue box will open.
10. Select the printer you wish to install.

11. The Novell iPrint dialogue box will open. Confirm that you want to install this printer by clicking Yes.

12. The Printer Installation Status box will open. Please wait for the process to complete.

13. You will receive a notification that the printer installation was successful. Click OK.

You will now be able to select that printer as an option when printing from your computer.

TROUBLESHOOTING TIPS

1. Make sure you are connected to Millikin’s secure network through either a wired connection or by connecting wirelessly to MU-RESNET.

2. Confirm that the Security Certificate is installed.

3. If the installation doesn’t work, please try using a different browser. Try using either Internet Explorer or Mozilla Firefox browsers on your Windows OS. Try using either Safari or Mozilla Firefox browsers on your Mac OS.

4. If you receive a message saying that there is no driver available, please send an email to infotech@millikin.edu and include the Operating System version. For Windows Vista and Windows 7 Operating Systems, specify whether it is a 32-bit or 64-bit system.

5. If you are still unable to install a campus printer, please bring your computer to the Help Desk (Shilling Hall 114) between 8AM and 5PM, Monday through Friday.