Set up a printer using the AUITUtility

Install printer drivers

If you need the full functionality of a printer, you will need to install the proper driver first Packages for HP, Xerox and Canon printers can be found at: <u>https://support.apple.com/en_US/downloads</u> Search for the manufacturer (use the 'magnifying glass'):



If it is not found here, go the manufacturer's homepage.

<u>OBS!</u> If you install drivers *after* installing the AUITUtility, you will need to restart the AUITUtility before these drivers are available.

Install and use the AUITUtility

If the AUITUtility is not already installed:

Employées at Science & Technology should download and install AUITUtility_with_MacBackup.pkg from <u>macbackup.nfit.au.dk</u>

All other users should download and install from https://munki.au.dk/public/auitutility.zip

When you run the program, an AU icon (AU Peto style) appears at the top of the screen



Click on the icon and then Printers, choose UNI - then you will get a list of printers, scroll to the one you wish to use (in this example – nfit, 1521-300-b).

| | | <mark>~</mark> 👿 🎅 [4] Wed | 13.24 |
|--|---|----------------------------|----------------|
| A | and the second second | Network Drives | - |
| 1521-218-c-2 | uni 🕨 | Printers | |
| 1521-218-c-2-Secure 1521-218-c-PSC12c | | TeamViewer | ЖТ |
| 1521-300-b-1 | | About | |
| 1521-300-c-1 | | Chock For Undator | 9911 |
| 1521-310-b-Helpdesk | | Dreferences | 0 0 |
| 1522-100-b-PS21 | 1 | Preierences | æ, |
| 1522-119-B-1 | | Quit | жQ |
| 1522-119-C-1 | - Andrewski - A | | _ |
| 1522-119-C-1-Secure | | | |
| 1522-119-C-2 | 1000 | | |
| 1522-119-C-3 | | | |
| 1522-200-c-1 | | A CONTRACTOR OF THE OWNER | i ana ji |

If you keep the pointer there for a couple of seconds, a pop-up will tell you the model (here it is HP LaserJet P4015x) - please take a note of that.



Click on the printer.

A new window will appear, telling you which driver it will use.

| ••• | Add Printer |
|-----|--|
| | O Search |
| Box | Coulon |
| | |
| | 1521-300-b |
| | HP Universal Printing PCL 6 (v5.8.0) smb://Print.ad.nfit.au.dk/1521-300-b OS X compatible model: #GENERIC Installed PPD: /System/Library/ |
| | Driver Generic postscript |
| | |

If it's the right one, just click OK.

Otherwise find the correct one by scrolling the list, then press OK.

In this example, it will use the 'Generic postscript driver'.

While this *may* be sufficient for you, it will not give you access to all the functions of the printer (duplex, stapling additional trays etc. – this will be different for each printer). To use the proper, choose it from the list.

This may be a bit tricky - in this case it's the HP LaserJet P4010 series.





Now the proper driver is used, but everything is *not* ready yet. Go to System Preferences and choose Printers & Scanners



Choose a printer, then Options & Supplies.

| | Printers & Scann | iers | Q Search |
|--------------------------------|-----------------------------------|---|---------------------|
| Printers 1521-300-b Idie | Location: Kind: H Status: J | 1521-300-b Open Print Queue Options & Supplie HP LaserJet P4010 Ser die | 8 15 |
| + - | Share this printer | r on the network | Sharing Preferences |
| | Default printer: | Last Printer Used | \$ |
| | Default paper size: | A4 | ≎ ? |

Choose Options.

| 000 | C > IIII Printers & Scanners Q S | earch |
|---------|--|-------|
| Printer | General Options Supply Levels Utility To take full advantage of your printer's options, confirm that they are accurately shown here. For information on your printer and its optional hardware, check the printer's documentation. | |
| | Collation in Printer: No: Total RAM < 288 MB and No Hard Disk 3 Tray 3: Not Installed 3 Tray 4: Not Installed 3 Tray 5: Not Installed 3 Tray 5: Not Installed 3 | |
| + - | Accessory Output Bins: Not Installed | · |
| | Fit to Pane: Promot User Cancel OK | ? |

In this case, the printer has Tray 3, Duplex Unit and Printer disk. If you can't see the options, looking at the printer, you may have to contact your local IT support to get this information.

| Ge | eneral | Options | Supply Levels | Utility |
|--|-----------------------------------|-----------------------------------|--|--|
| To take full advanta shown here. For in printer's document | age of yo formatior tation. | our printer's o n on your prin | ptions, confirm that ter and its optional h | they are accurately nardware, check the |
| Collation in | n Printer: | No: Total R | AM < 288 MB and N | lo Hard Disk |
| | Tray 3: | 500-Sheet | Input Tray 🗧 😂 | 1 |
| | Tray 4: | Not Installe | ed 🗘 | 1 |
| | Tray 5: | Not Installe | ed 😂 |) |
| | Tray 6: | Not Installe | ed 🗘 | 1 |
| | | 🖸 Duplex U | nit | |
| | | Rinter Di | ak | |

First time you print you will be prompted for you UNI credentials – needs to be written as auAUID@uni.au.dk (e.g. au123456@uni.au.dk) – password is the one from mit.au.dk Choose to remember this - otherwise you will be asked each time you print. Your auAUID can be found at mit.au.dk.

| - | Enter your name and password for the printer "1521-300-b". |
|---|--|
| | Name: |
| | Password: |
| | Remember this password in my keychain |
| | Cancel OK |

What if it fails?

Printing may fails for a number of reasons.

Not connected to the AU network

Your Mac will need to be connected to the AU network to be allowed to print. This could be with a cable or Eduroam, when you are at the university. If you are outside the university, you will need to use VPN.

Delete the printer

Quite often, you can solve printing problems by deleting the printer.

Actually, you will *need* to do this, if you have chosen the wrong driver, when adding the printer!

Go to System Preferences -> Printers & Scanners.

Choose the printer, you want to delete, and press the minus – confirm.

Using incorrect credentials

As mentioned earlier, you will be prompted for credentials.

Sometimes, something has gone wrong there (e.g. when you have changed your password). To fix this, you need to edit the Keychain Access (Applications -> Utilities -> Keychain Access).

This will give you a list like this.

| • | Keychain Access | | | | | | |
|-----|---|--|------------------------|----------------------|----------------------|----------------------------|--|
| | Click to lock the lo | gin keychain. | | Q Se | Q Search | | |
| | Keychains Iogin Local Items System System Roots | Kind public key, RSA, Usage Encrypt, Derive | 2048-bit e, Verify | | | Keychain Iogin Iogin | |
| | | Name | Kind | Date Modified | Expires | Keychain | |
| | | 💿 1521-300-b | network password | 22 Apr 2015 12:35:31 | | login | |
| | | 💡 <key></key> | public key | | | login | |
| | | <pre></pre> | private key | | | login | |
| | Category | Aarhus University ROOT CA | certificate | | 19 Apr 2032 13:27:16 | login | |
| 2 | All Items | 2. Apple Persistent State Encryption | n application password | 11 Dec 2014 09:19:02 | | login | |
| 1 | Passwords | 2. com.apple.sokmarksagent.xpd | application password | 05 May 2015 10:16:26 | | login | |
| | Secure Notes My Certificates Keys | 🛴 eduroam | 802.1X Password | 21 Apr 2015 10:56:11 | | login | |
| | | 📴 eduroam.au.dk | certificate | | 07 Aug 2017 01:59:59 | login | |
| | | 🛵 ids: identity-rpair-signature-v1 | application password | 11 Dec 2014 09:19:05 | | login | |
| W. | | 🛴 ids: identity-rsa-private-key | application password | 11 Dec 2014 09:19:05 | | login | |
| - E | Certificates | 🛴 ids: identity-rsa-public-key | application password | 11 Dec 2014 09:19:05 | | login | |
| | | 🔏 ids: unregistge-protection-key | application password | 29 May 2015 11:25:55 | | login | |
| | | iMessage Encryption Key | public key | | | login | |
| | | IMessage Encryption Key | private key | | | login | |
| | | iMessage Signing Key | public key | | | login | |
| | | iMessage Signing Key | private key | | | login | |
| | | Safari Extensions List | application password | 11 Dec 2014 09:46:14 | | login | |
| | | 🛴 Safari Forms AutoFill | application password | 11 Dec 2014 10:07:13 | | login | |
| | | 🛴 Safari Session State Key | application password | 11 Dec 2014 09:42:27 | | login | |
| | | | | | | | |

If you have a lot of entries, you may write 'print' in the search field. Then you only get entries for printers listed.

There should only be ONE!

| • | • | | | Keychain Acces | 38 | | |
|-----------------------------------|---|-------------|--|----------------------|----------------------|---------|----------|
| Click to lock the login keychain. | | | | | | Q print | 8 |
| 6 6 6 7 | Keychains Iogin Local Items System System Roots | @ | 1521-300-b Kind network password Account ad\bruus Where: smb://Print.ad.ni Modified: 22 Apr 2015 1 | it.au.dk 12:35:31 | | | |
| | | Name | ^ | Kind | Date Modified | Expires | Keychain |
| | | (a) 1521-30 | 00-b | network password | 22 Apr 2015 12:35:31 | | login |
| | Category | | | | | | |
| я | All Items | | | | | | |
| / | Passwords Secure Notes | | | | | | |
| 9 | My Certificates Keys | | | | | | |
| - 23 | Certificates | | | | | | |
| | | | | | | | |
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| | | | | | | | |
| | | + i Co | py | | 1 item | | |

If there are more, delete them all. If you experience problems printing, it may also help, deleting it. Right-click on the entry and choose Delete.

Copy Password to Clipboard

Copy "1521-300-b" Delete "1521-300-b"

Go There Get Info

Reset printing system

If problems persist, resetting the printing system may be the solution. Please be aware, that this will delete *all* installed printers! Go to System Preferences -> Printers & Scanners. Right-click in the white background in the printer list, choose Reset Printing System and confirm.