

# Wireless Printing in Microsoft Windows with IPP

*At Concordia University of Edmonton*

## Overview

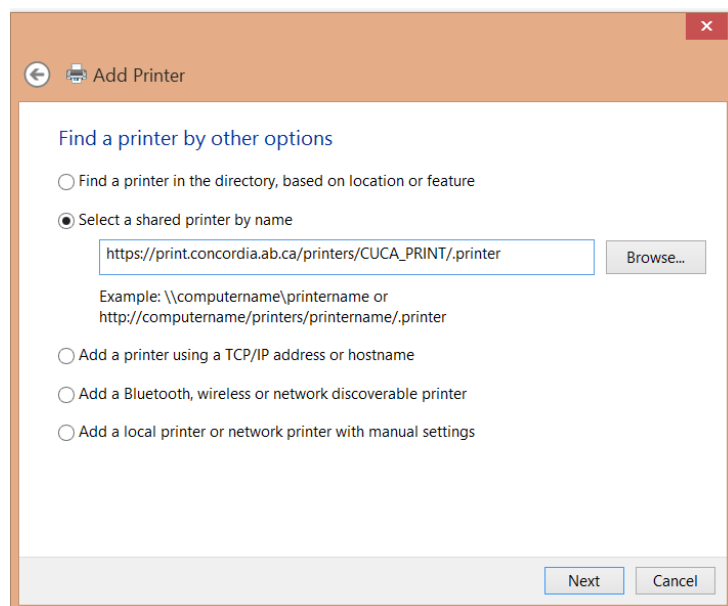
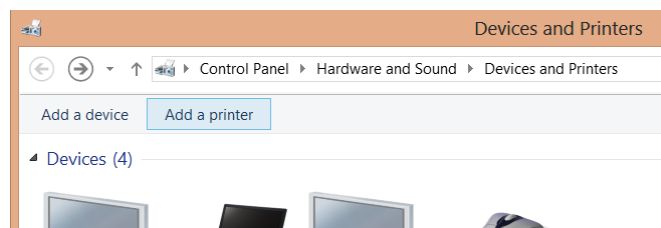
Concordia offers access to the campus printer, CUCA\_PRINT, through Google Cloud Print service which enables printing wirelessly from any Internet-connected devices using your Concordia Google Account. However, Concordia also offers access to CUCA\_PRINT through IPP (Internet Printing Protocol).

Though printing through Google Cloud Print is simpler to setup, printing through IPP has the advantage of offering more printing features.

This document describes how to setup and use that IPP printer in Windows.

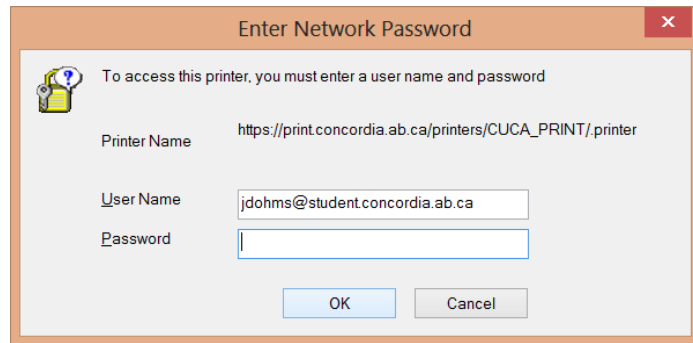
## Setup

1. Open Devices and Printers on your computer.
2. Choose “Add a printer”
3. Choose “Add a network, wireless, or Bluetooth printer.”
4. In the Add Printer dialog, select “The printer that I want isn’t listed”.
5. On the next screen you will be given the option to “Select a shared printer by name”. Choose that option and enter the following name:

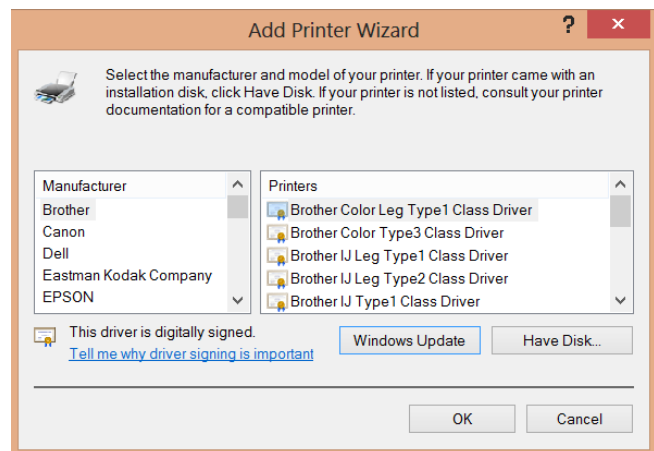


**[https://print.concordia.ab.ca/printers/CUCA\\_PRINT/.printer](https://print.concordia.ab.ca/printers/CUCA_PRINT/.printer)**

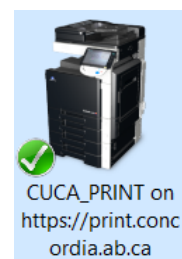
6. Once you click “Next”, you will be prompted to enter your login credentials. Your username is your Concordia email account. Then click OK.



7. If you are prompted to select a print driver, follow the following steps:
- Navigate to:  
<http://onyxweb.mykonicaminolta.com/OneStopProductSupport/SearchResults?quickSearch=c280>
  - Select your operating system and then within the window that appears choose the “PCL” tab.
  - You will be presented with one or more drivers. Please review the choices carefully to select the correct one for your system. It should be a .zip file.
  - Once downloaded, extract the .zip file.
  - Return to the Add Printer wizard and select “Have Disk”.
  - Proceed through the screens as prompted, and locate the driver where you extracted it.
  - When presented with a list of printer models, you will want to select “**KONICA MINOLTA C360SeriesPCL**” or similar.



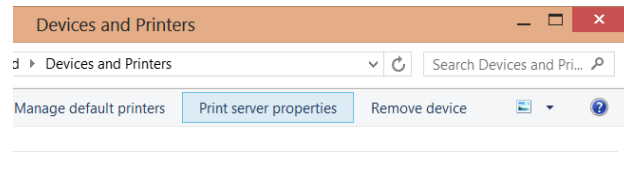
8. Proceed through the remaining screens. Your printer will now appear and be available for use on campus.



## Updating your username and password

Windows will remember the username and password you used to connect to the printer. In most cases this is desirable, however there may be times when you want to change your stored password.

1. Open Devices & Printers.
2. Click on one of the installed printers to enable additional buttons on the toolbar.
3. Click on the “Print server properties” button on the toolbar.
4. Select the “Ports” tab.
5. Locate the port with a name of “https://print.concordia.ab.ca/printers/CUCA\_PRINT/.printer” and a description of “Internet Port” and select it.
6. Click the “Configure Port...” button. A login prompt will appear.
7. Once you re-enter your Concordia email address and password, it will be saved and used in subsequent print jobs.



## Getting Help

Concordia IT Services also provides some additional information regarding printing on campus at <http://helpdesk.concordia.ab.ca/>

If you have questions or would like assistance related to wireless printing at Concordia, you can contact the IT Services Helpdesk at 780-479-9316 or [helpdesk@concordia.ab.ca](mailto:helpdesk@concordia.ab.ca)