

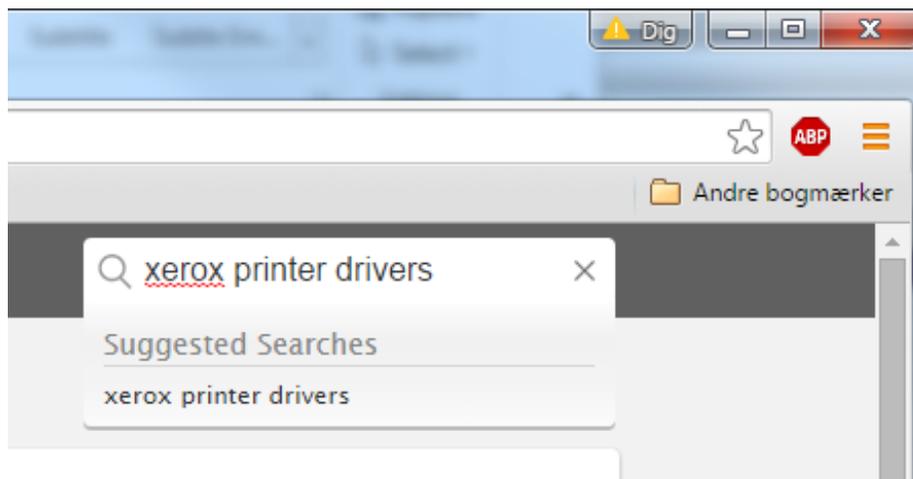
Set up a printer using the AUITUtility

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:

https://support.apple.com/en_US/downloads

Search for the manufacturer (use the 'magnifying glass'):



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

OBS! 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:

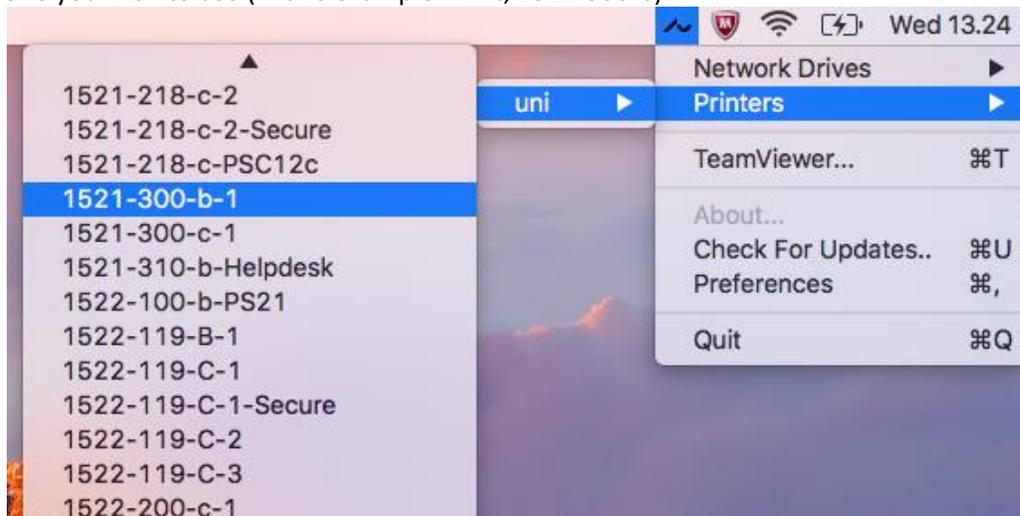
Employées at Science & Technology should download and install AUITutility_with_MacBackup.pkg from macbackup.nfit.au.dk

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

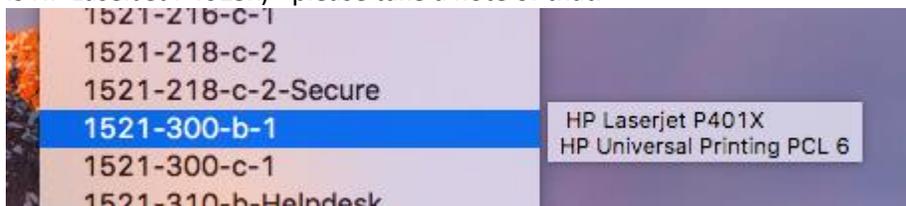
When you run the program, an AU icon (AU Peto style) appears at the top of the screen



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).

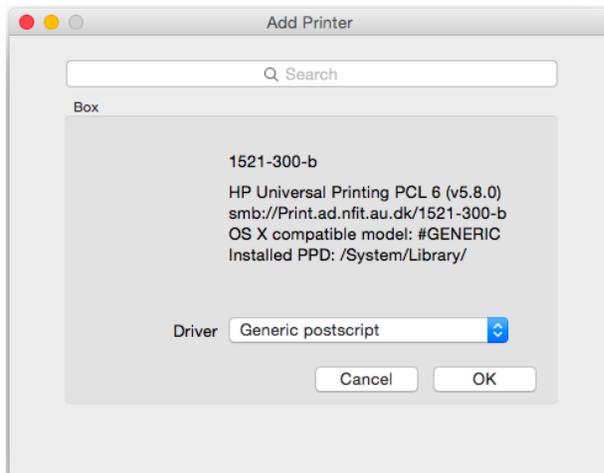


If you keep the pointer there for a couple of seconds, a pop-up will tell you the model (here it is HP LaserJet P4015x) - please take a note of that.



Click on the printer.

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



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

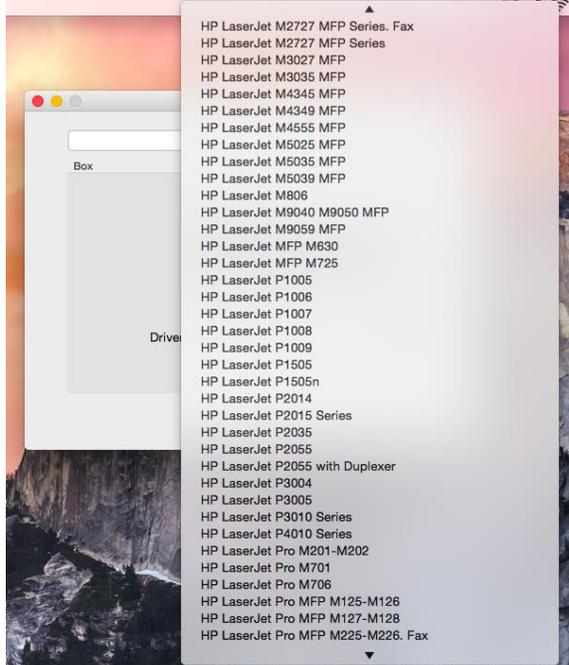
Otherwise find the correct one by scrolling the list, then press OK.

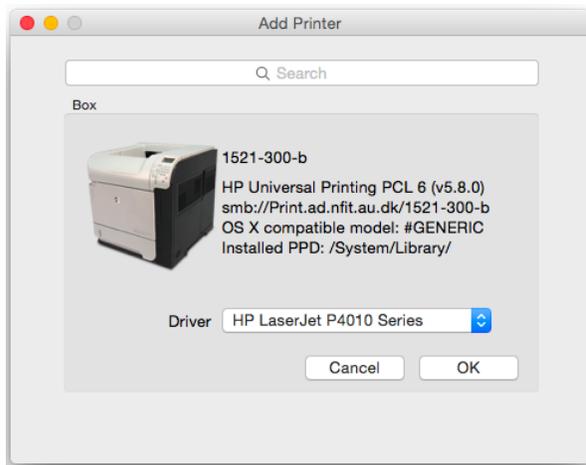
In this example, it will use the 'Generic postscript driver'.

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).

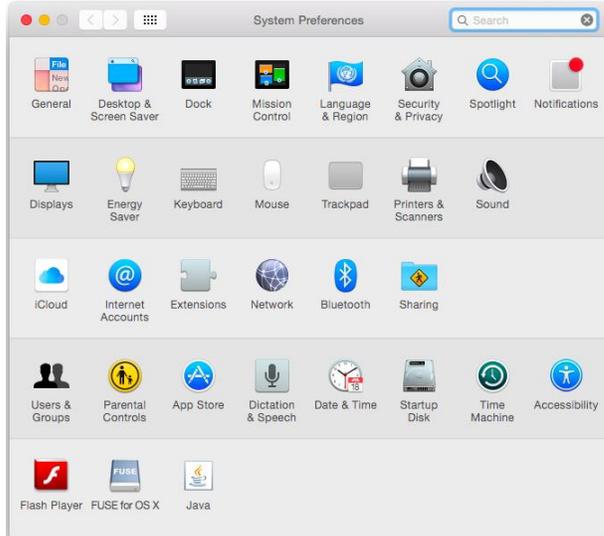
To use the proper, choose it from the list.

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

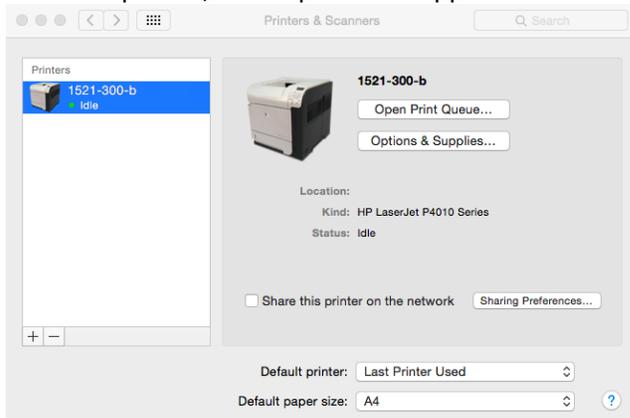




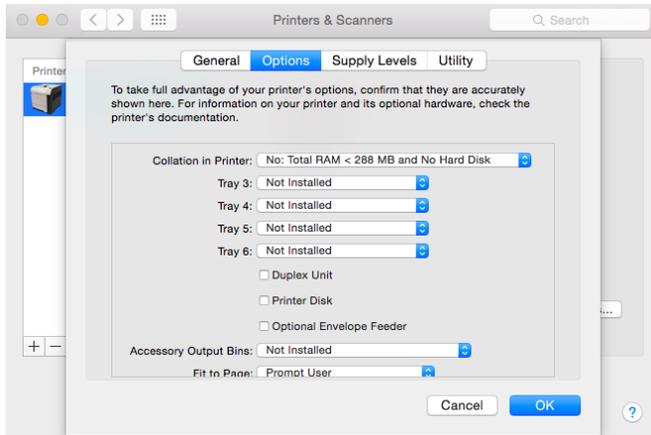
Now the proper driver is used, but everything is *not* ready yet.
Go to System Preferences and choose Printers & Scanners



Choose a printer, then Options & Supplies.

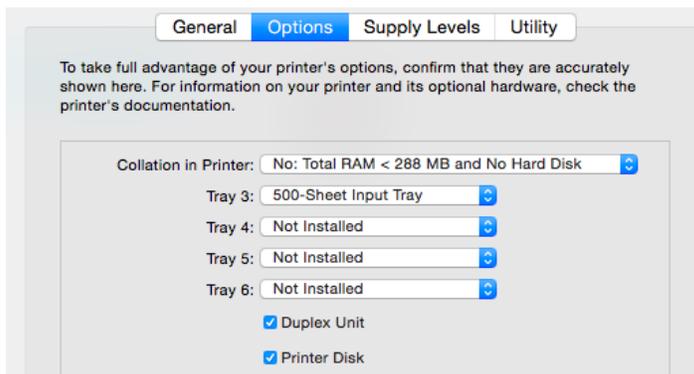


Choose Options.

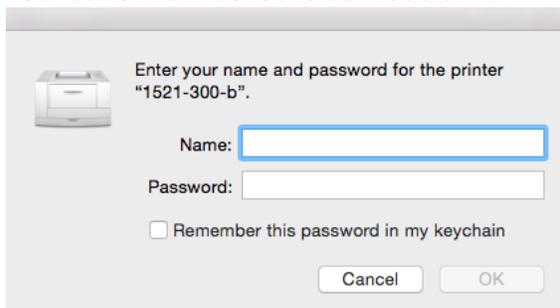


In this case, the printer has Tray 3, Duplex Unit and Printer disk.

If you can't see the options, looking at the printer, you may have to contact your local IT support to get this information.



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.



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.

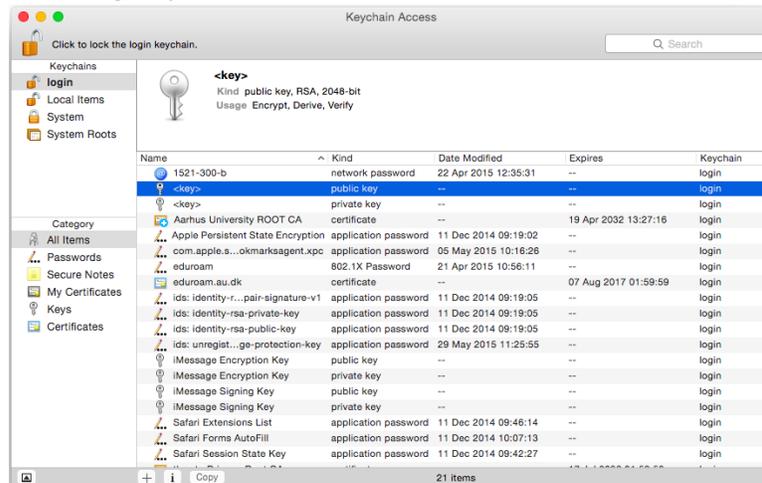
Using incorrect credentials

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).

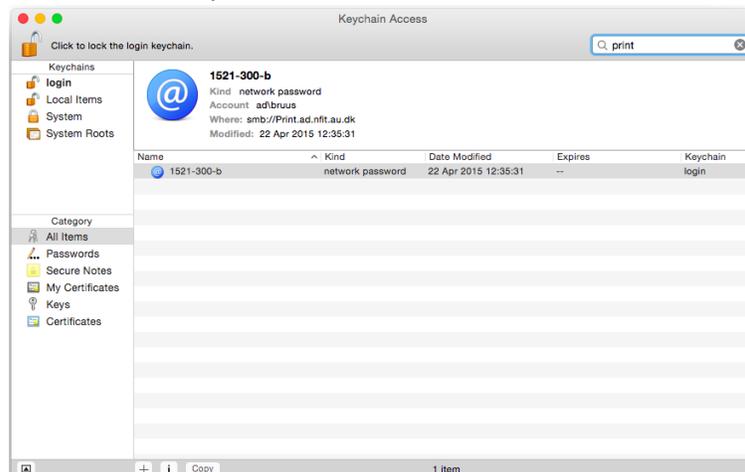
This will give you a list like this.



If you have a lot of entries, you may write 'print' in the search field.

Then you only get entries for printers listed.

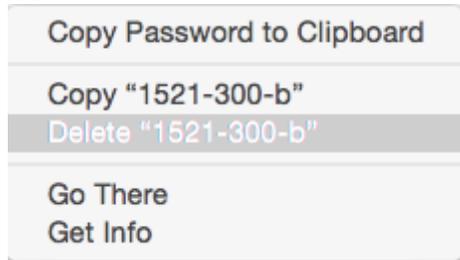
There should only be ONE!



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.



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.