

TECH UPDATE

Printer in RR-326 replaced

The old printer in RR-326 had an issue that caused USB drives to malfunction after printing and has now been replaced with a new one by the supplier.

If your computer was previously connected to the printer in this room, the printer might already be available to you. If you see the **RR326 printer** listed as one of the options when trying to print a document, you do not have to follow the **Connection instructions**, as your computer is ready to send documents to the printer.

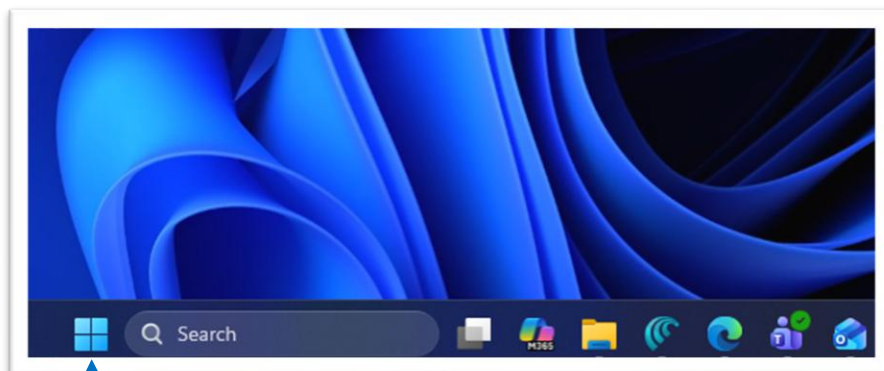


RR326 printer

Connection instructions

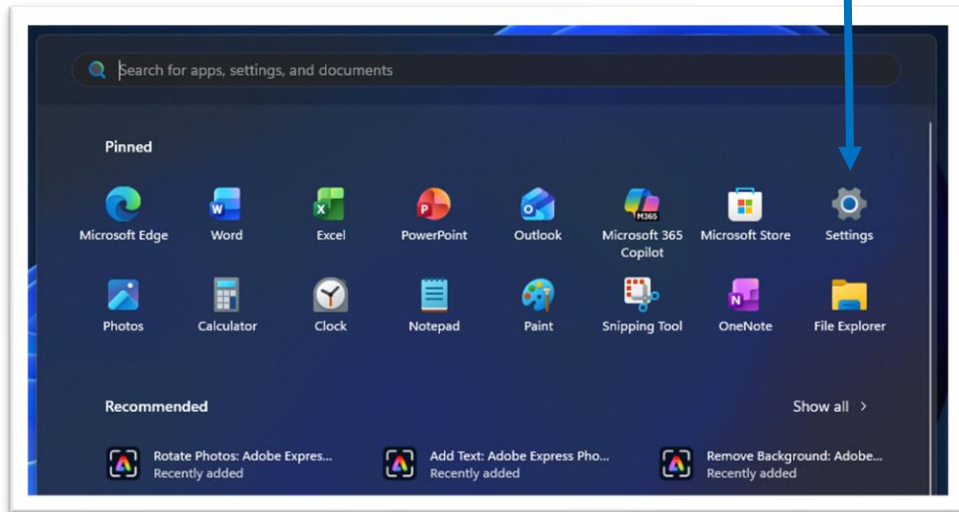
To connect to the printer, you must be using a university-owned computer and be connected to the **uofm-secure** network or to an **ethernet** (wired internet connection) port. If you are using your personal computer, you will not be able to find the printer, as personal computers are not connected to the printer server.

To connect to the printer, start by accessing your computer's printer settings as shown in the images below:

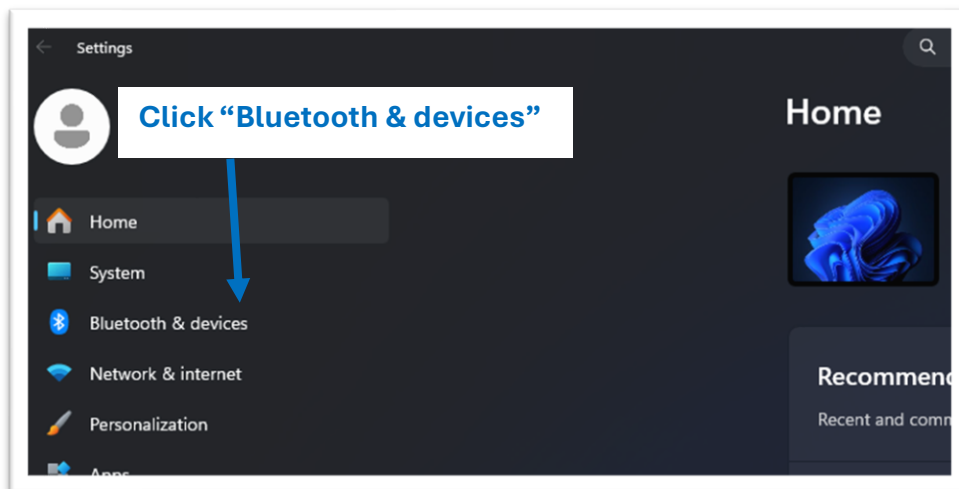


Click the Windows button

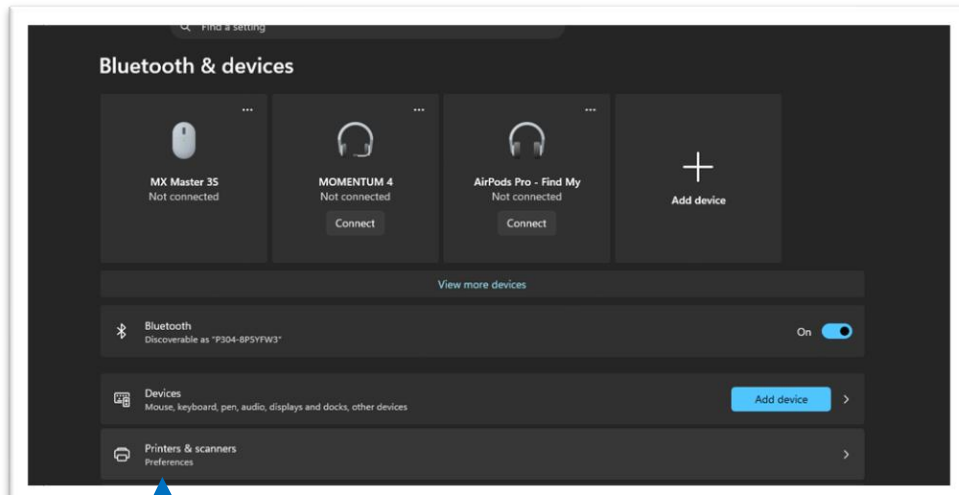
Click "Settings"



Click "Bluetooth & devices"

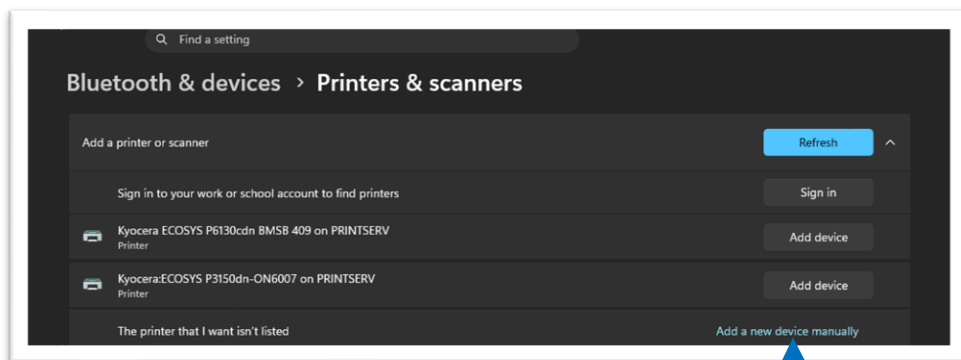
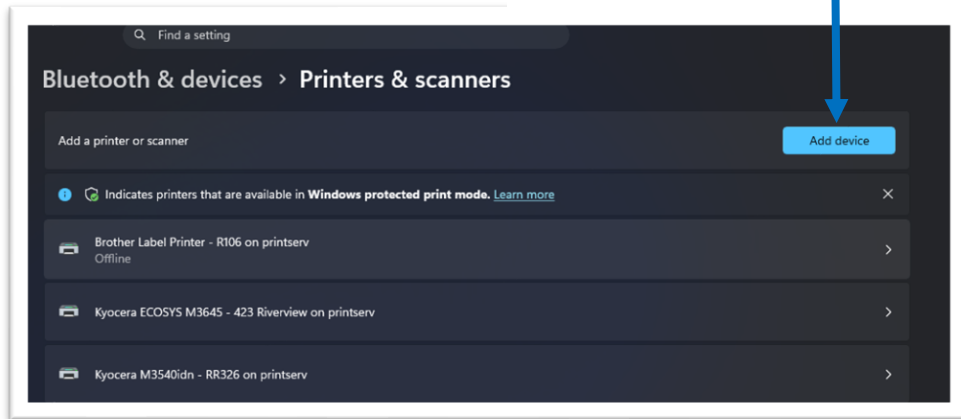


Bluetooth & devices

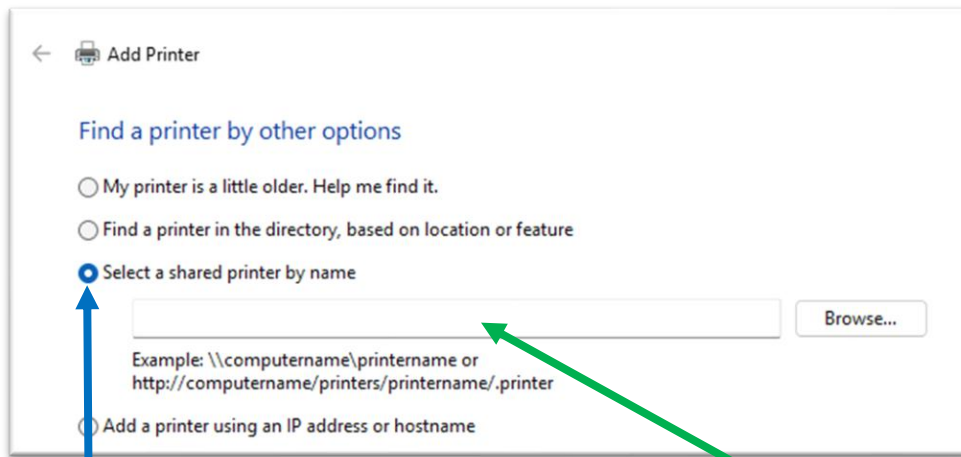


Click "Printers & scanners"

Click “Add device” and wait a few seconds



Click “Add a new device manually”



Click “Select a shared printer by name” and then click inside the text box

The screenshot shows the first step of the Windows 'Add Printer' wizard. The 'Select a shared printer by name' radio button is selected. A text box contains the path '\\printserv\Kyocera M3540idn - RR326'. To the right of the text box is a 'Browse...' button. Below the text box, example paths are provided: '\\computername\printername' and 'http://computername/printers/printername/.printer'. Three other radio buttons are listed: 'Add a printer using an IP address or hostname', 'Add a Bluetooth, wireless or network discoverable printer', and 'Add a local printer or network printer with manual settings'. At the bottom right, there are 'Next' and 'Cancel' buttons. A green arrow points from the text below to the text box.

Select a shared printer by name

\\printserv\Kyocera M3540idn - RR326

Browse...

Example: \\computername\printername or
http://computername/printers/printername/.printer

☐ Add a printer using an IP address or hostname

☐ Add a Bluetooth, wireless or network discoverable printer

☐ Add a local printer or network printer with manual settings

Next Cancel

Type: \\printserv\Kyocera M3540idn - RR326 (with spaces)

This is a close-up of the bottom right corner of the first wizard screen. It shows a grey progress bar and two buttons: 'Next' and 'Cancel'. A blue arrow points from the text below to the 'Next' button.

Next Cancel

Click "Next"

The screenshot shows the second step of the 'Add Printer' wizard. The title bar says 'Add Printer'. The main text says 'You've successfully added Kyocera M3540idn - RR326 on printserv'. Below this, 'Printer name:' is followed by a text box containing 'Kyocera M3540idn - RR326 on printserv'. Further down, it says 'This printer has been installed with the Kyocera ECOSYS M3540idn KX driver.' At the bottom right, there are 'Next' and 'Cancel' buttons. A blue arrow points from the text below to the 'Next' button.

← Add Printer

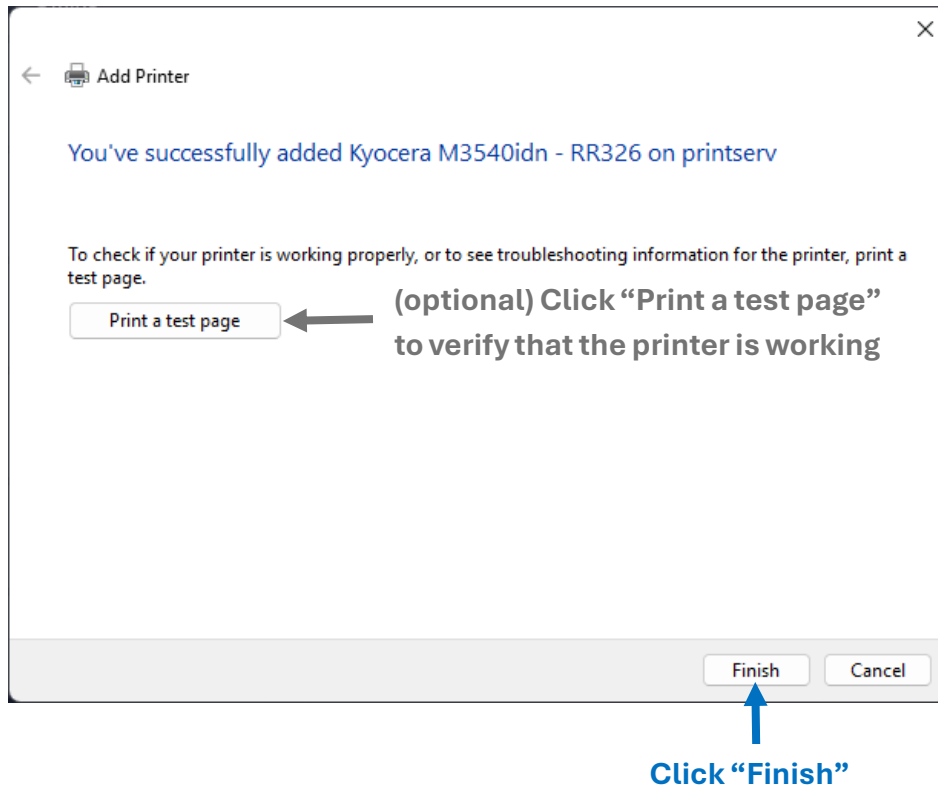
You've successfully added Kyocera M3540idn - RR326 on printserv

Printer name: Kyocera M3540idn - RR326 on printserv

This printer has been installed with the Kyocera ECOSYS M3540idn KX driver.

Next Cancel

Wait a few seconds for this screen to appear, then click "Next"



After following these instructions, you should see the printer listed as an available option the next time you try to print a document.

For any questions or issues not covered in this **TECH UPDATE**, please email our Applied Tech Lead: josue.delaomorales@umanitoba.ca