

Guide to File Storage, Projectors, and Printing

File Storage: OneDrive

OneDrive is available for free to everyone as part of Microsoft 365. Connection instructions for the web client can be found here: <https://tinyurl.com/yckv4edz>

Stand-alone OneDrive apps are available in the Windows and Apple App stores—these create a folder structure that can be synchronized with the desktop of each operating system for ease of use. Uploading via the web client or the desktop application will both be dependent upon network speed, so there is no particular advantage or disadvantage to either method.

Microsoft Apps: <https://apps.microsoft.com/store/detail/onedrive/9WZDNCRFJ1P3>

MacOS: <https://apps.apple.com/us/app/onedrive/id823766827?mt=12>

iPhone/iPad: <https://apps.apple.com/us/app/microsoft-onedrive/id477537958>

Android: https://play.google.com/store/apps/details?id=com.microsoft.skydrive&hl=en_US&gl=US

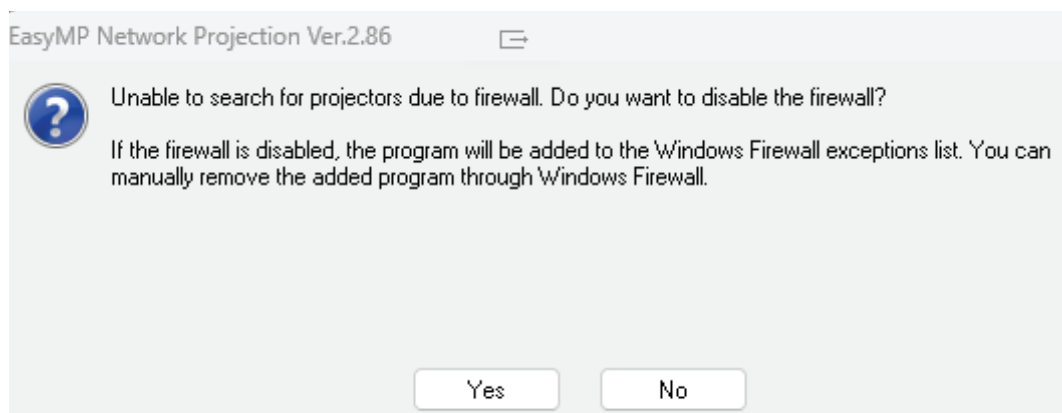
Connecting to the WiFi Projectors

Download and install corresponding versions of the Epson EasyMP Network Protection software package for your operating system:

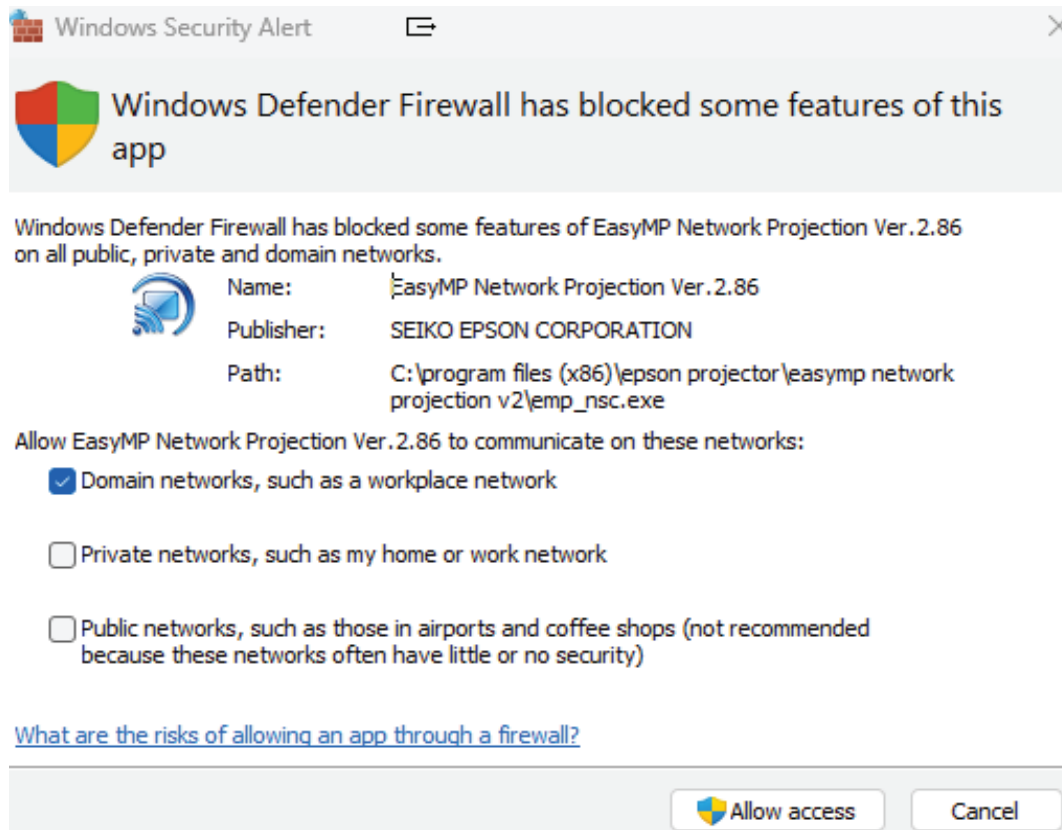
Windows 10/11: <https://epson.com/support/easympp-network-projection-v2-86-for-windows>

MacOS: <https://epson.com/support/easympp-network-projection-v2-85-for-mac>

When starting the application for the first time, choose "Advanced Connection Mode", and check the "Set the selected Connection mode..." box. Click "OK". A second window will open indicating the application is unable to search for projectors due to firewall—choose "NO".



In Windows, a Windows Security window will automatically open—verify that “Domain networks, such as a workplace network” and “Private networks, such as a workplace network” are both checked. Click “Allow access”.



The current projector IP addresses are as follows:

Inner Studio: 10.164.218.137
North Studio: 10.164.218.141
South Studio: 10.164.218.140

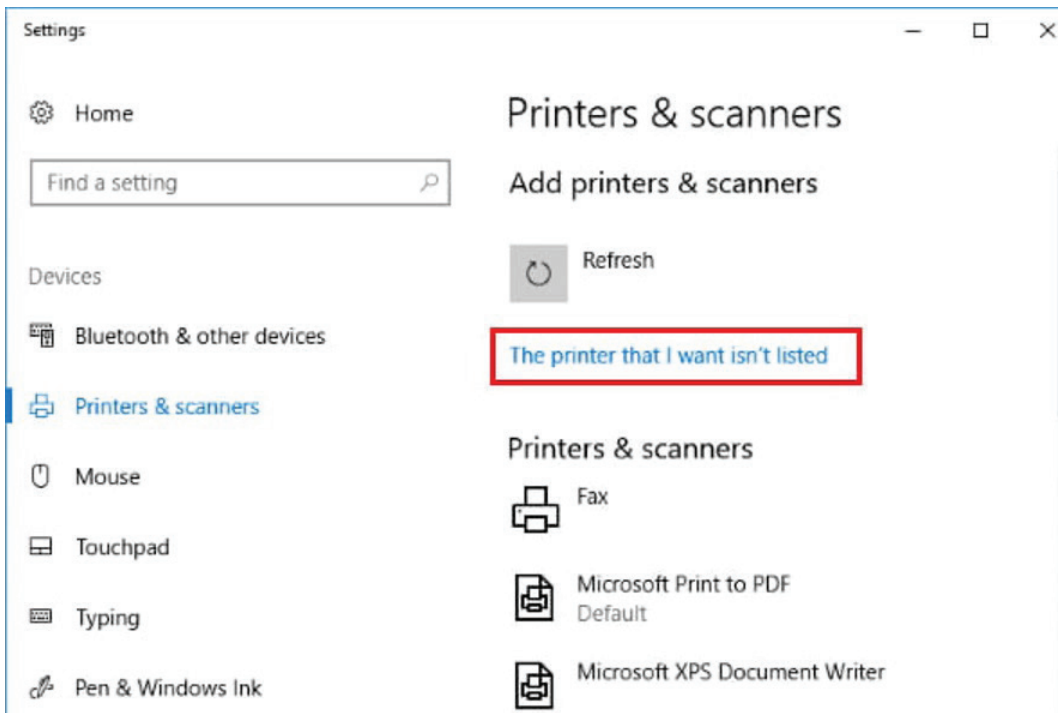
Make sure the projectors are powered on before trying to connect. Click “Manual search” and enter the IP address for the device if automatic search (enabled by default in the settings) fails to locate the individual projectors.

Adding Network Printers

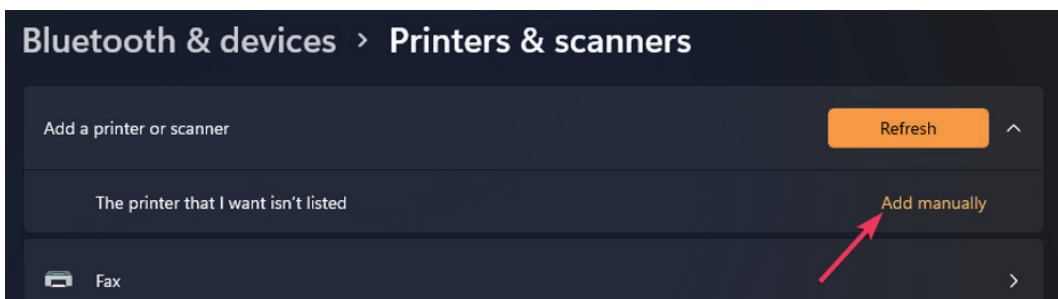
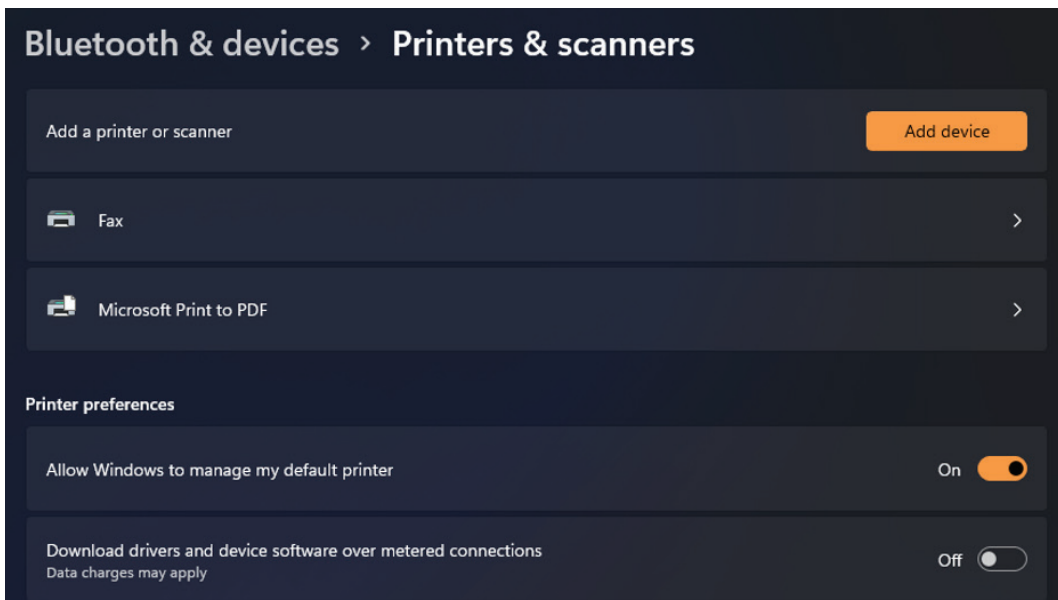
Windows 10 and 11

In the Start Menu, search for “Settings”—click on the cog wheel icon when it pops up on the right-hand side of the menu. For Windows 10, click on “Printers & Scanners”; for Windows 11, select “Bluetooth & Devices”, then “Printers & Scanners”.

For Windows 10, click on "The printer that I wanted wasn't listed".



For Windows 11, click the "Add device" button in Windows 11, then the "Add manually" link next to "The printer that I wanted wasn't listed".



From here, the Add Printer wizard will be the same. In the first window, choose "Add a printer using an IP address or hostname", then click "Next".

←  Add Printer

Find a printer by other options

My printer is a little older. Help me find it.

Select a shared printer by name

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

Change the "Device Type" in the next window to "TCP/IP Device".

←  Add Printer

Type a printer hostname or IP address

Device type:

Web Services Device	▼
Autodetect	
TCP/IP Device	
Web Services Device	
IPP Device	

Hostname or IP address:

Autodetect detects WSD and TCP/IP printers.
To search for IPP printers, please select IPP from the drop-down box

Next

Cancel

Make sure the box next to "Query the printer and automatically select the driver to use" is checked.

NOTE: If Windows 10 is not patched to the most recent version, the system may not get the correct driver from the printer and will ask to pick a version from the wizard, or install manually—it is highly recommended that the operating system be patched and up-to-date generally, as the installs from Windows Update will provide the most current quality-of-life and security patches for the PC, as well as the ability to retrieve the most current hardware drivers for peripherals.

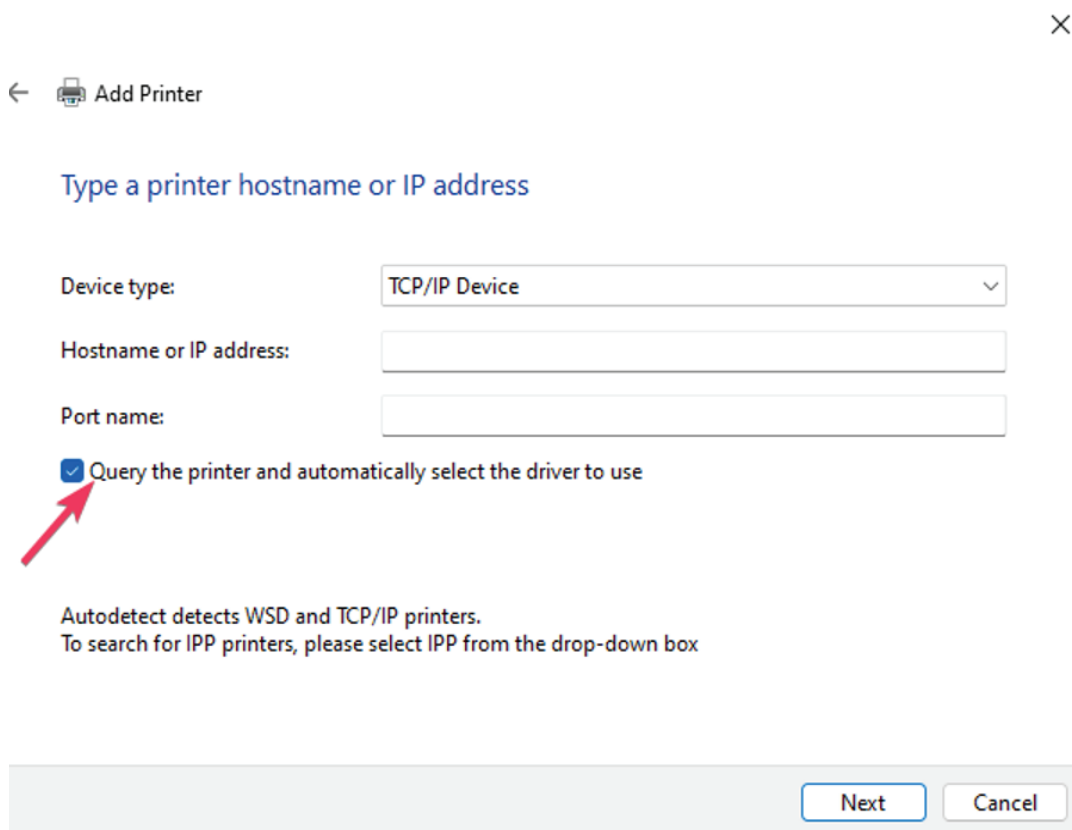
In the "Hostname" or IP address box, enter one of the following addresses, then click "Next":

HP Color LaserJet CP5225n (Good Barn): 10.164.218.202

Hp DesignJet T1530 - DEIMOS (Good Barn): 10.164.218.136

HP DesignJet T1530 - PHOBOS (Good Barn): 10.164.218.138

NOTE: Entering the "Port name" is not necessary—it will be automatically populated with the IP address as it is being entered in the box above it.



Depending on the network connection speed, the printer(s) should take less than a minute to download and install the drivers in the background. In the next window, the DEIMOS and PHOBOS printers will have their names listed; the HP LaserJet printer will be distinguished by its make/model numbers. All of these can be manually changed to "friendlier" names before clicking "Next". On the "Printer Sharing" screen, choose "Do not share this printer", then click "Next". Skip the "Print a test page" prompt, and close out the wizard.

MacOs

From the Apple menu, navigate to System Settings, then Printers & Scanners in the sidebar. Click the Add Printer, Scanner, or Fax button on the right, click the IP button, then enter the printer information as follows:

Address: One of the four IP addresses listed in the Windows section

Protocol: Change to "Internet Printing Protocol - IPP"

"Queue" can be left empty. Enter a friendly name in the "Name" section, location can be left blank. "Use" should automatically show the correct driver for each printer if the operating system is up-to-date.

Add Printer

Address:
Enter host name or IP address.

Protocol:

Queue:

Name:

Location:

Use:

?

Add

Troubleshooting

Common issues with printers result from:

- Project files that are too large
- Incorrect file formats for printing
- Loss of network connection
- Lack of paper
- Incorrect or no drivers installed on computers
- Excess print traffic (i.e., print jobs sent from multiple users)

Tips for printing success:

- Always export projects from InDesign and AutoCAD to a PDF file, and then print the PDF. Do not attempt to print directly from InDesign or AutoCAD.
- Use the GL2 drivers instead of the PS drivers.
- Compress project sizes whenever possible.

Be cognizant of others utilizing the printers—try to print your work early and not at the last minute.

If there are any connection, network or power issues, contact Adam Boyd at adam.boyd@uky.edu or (859) 218-1107 for technical assistance.