



Enable Printer Access Procedure

Orig effective date: 08/08/2014
Last Review date: 08/07/2014
Next Review date: TBD
Issue date: 08/08/2014

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A. Purpose

To define and standardize enabling personal computer access to a networked print or multi-function device. This may be described/referenced by support technicians in one of the following phrases: “add a printer”, “add printer access”, “enable printer access”, or “download print drivers”.

B. Owner

DoIT/ISD/Wintel Mid-Range Administration

C. Audience

SOI Agencies, Boards, or Commissions which qualify for consolidated IT infrastructure services

D. Required Items

- Access to “DoIT Enterprise Printing Site”
- Personal computer registered to “illinois.gov” domain

E. Pre Requisites

- Print or multi-function device attached to network
- Print or multi-function device registered to “DoIT Enterprise Printing Site”

F. Post Activities

Send document to printer to verify access

G. Specific Instructions/Requirements

1. Access “DoIT Enterprise Printing Site”
(located at: <https://intra.portal.illinois.gov/print/Pages/Default.aspx>)
2. From “Print > Home” page – left pane, Click on *Agency Acronym Printers* list (example: DOC Printers)
3. From “Print > Agency Acronym Printers” page – center pane, Click on “City” (city where printer resides)
4. From “Print > Agency Acronym Printers” page – center pane, Click on “Address” (site where printer resides)
5. Scroll the displayed list of printers to locate the one you wish to enable access to from your computer
*identify the printer by referencing information from one or multiple of the following columns:
 - “Printer” (“Printer Name” on label attached to printer)
 - “Location” (brief physical description of internal site area where printer resides)
 - “Notes” (“Model” on label attached to printer)
6. Hover cursor over line entry for the desired printer, a Check Box will appear to the left of “Install”
7. Click on Check Box (a rotary symbol will appear for approximately 60 seconds indicating install is in progress)
8. From the “Message from webpage” window – “The Printer named: xxxxxxxxxx has been installed on your computer”, Click on “OK” button
9. Exit “Enterprise Printing Site” – Click on “X” in upper right corner of window