

# How do I set up a new or existing printer on the network that needs to be an IRIS System printer?

If you experience difficulties printing IRIS reports, you may wish to consider setting up an IRIS – defined System Printer.

The default IRIS printer setting is “Local”, which routes IRIS reports to your default windows printer. However, printing to “Local” can be problematic in IRIS. Some issues you might encounter when printing to “Local” are listed below:

- Difficulties receiving printed output formatted correctly and problems with output quality are increasingly associated with “Local” printing.
- A print job sent to “Local” that does not complete before you are ready to shut down your IRIS session could be lost.
- Output from a job **scheduled** to run outside of normal business hours could be lost.
- If a network interruption occurs that causes you to lose your connectivity to IRIS while you are trying to print to “Local”, your print job could be lost.

**In order to set up an IRIS-defined System Printer, your printer must be set up on the IRIS VLAN to properly work through the NAC.**

- First thing you need is information about your printer. You will need the Hardware Address of your printer. Follow the directions below to get your address and then you can email the Hardware Address, your Full Name, Building, Room Number, and your Phone Number to [helpdesk@uthsc.edu](mailto:helpdesk@uthsc.edu) and request that they set this printer up in the IRIS VLAN.

*You will need to let the Helpdesk know this is to be an IRIS System printer prior to requesting this printer be set up as an IRIS System printer in IRIS.*

*\*\*New Printers require the Help Desk to set up their information in Oracle that allows the networking staff to set it up to be used by IRIS.*

*\*\*\* If you move an IRIS System Printer to another jack/port you will have to have the Helpdesk know so they can have it set back up on the new jack/port.*

- On your printer, press the Menu button once to display list. Use the down arrow to scroll to **Information**. Press the select or enter button. From the **Information** menu scroll down to **Print Configuration**. Press the select or enter button to print page. You should have two or three pages to print out. The first page is the Configuration Page and the second page is the JetDirect Configuration Page. The information you need is on the **JetDirect Configuration Page**.
- Under the General Information section there is a field labeled Hardware Address: The entry will be 12 characters in length and will start with 00 (zero zero). This number is your hardware address that you will need to send to the [helpdesk@uthsc.edu](mailto:helpdesk@uthsc.edu)
- The Helpdesk will contact you with the new DNS name or IP Name and IP address for your printer. This is the name and number that you will enter into the IRIS screen to set your printer as an IRIS System Printer.

**Requesting an IRIS “System” printer identifies the printer to IRIS so your ledger and other reports format correctly when printed.**

- Sign on to IRIS and go to transaction: **Z\_Printer\_Request**. You will need to provide the following information on the form. Department Cost Center, Location, building, Room Number \*(note the match code lookup for your choices). Description (Your description is what they use to name your printer in IRIS), Option for header pages with your IRIS printouts, Make, Model, \*\*IP Name and \*\*IP Number \*(the helpdesk will provide this information and you will need to receive this from them prior to filling out this form)
- Use the Matchcode to search for a value for the fields where it is available.
- There is an option to suppress the header pages if you do not want them with each report.
- You can add comments if necessary. Example: I will be using a duplex tray. This is a new printer and it is replacing H\_Hyman\_300\_020.
- Click “Submit Request” button when complete.

**Request an IRIS system printer**

**Submit Request**

**Location of Printer**

Department Cost Center: E070107 Vice Chan-Fin & Oper

Location: Memphis

Building: 50210100 Hyman Administration Building

Room Number: 300

**Description in IRIS**

Description: Accounting and Budget Finance & Operations

☒ Check here if you do NOT want header pages with your IRIS print-outs

**Printer Specifications**

Make: HP

Model: 4250 Laserjet

IP Name: HYM-300\_85523

IP Number: 128.189.18.46

**Comments**

The information shown on this report screen has been submitted to the IRIS system administrators. They will proceed with setting up your IRIS system printer and will contact you with the IRIS printer designation for your printer.


**The IRIS system administrator will contact you with the IRIS printer designation for your printer once it has been set up.**

- Once you have the IRIS printer designation, access the **SU3 – Maintain Own Data** transaction to establish the new IRIS system printer as your default printer for IRIS reports. Click on the “Defaults” Tab.

The screenshot shows the SAP 'Maintain User Profile' transaction with the 'Defaults' tab active. The user profile is for 'K1HR-205'. The 'Spool Control' section shows 'Output Device' set to 'Local1', 'Output Immediately' checked, and 'Delete After Output' unchecked. The 'Personal Time Zone' section shows 'Sys. Time Zone' set to 'EST'.

- Click on the Matchcode on the Output Device field.

The screenshot shows the 'Spool: Output device (1)' dialog box with the 'Restrictions' tab selected. The 'Output Device' field contains 'Local\*' and has a matchcode icon (a green square with a white 'X') to its left. Other fields like 'Short name', 'Location', and 'Device type' are empty.


- Clear any value displayed in the Output Device field and click the  (Start Search) to see a list of all IRIS printers. If you wish to limit the list of printers returned to only those for UTHSC the search value must be typed in upper case. Example: **H\***
- A list of system printers is returned as shown on the following page.

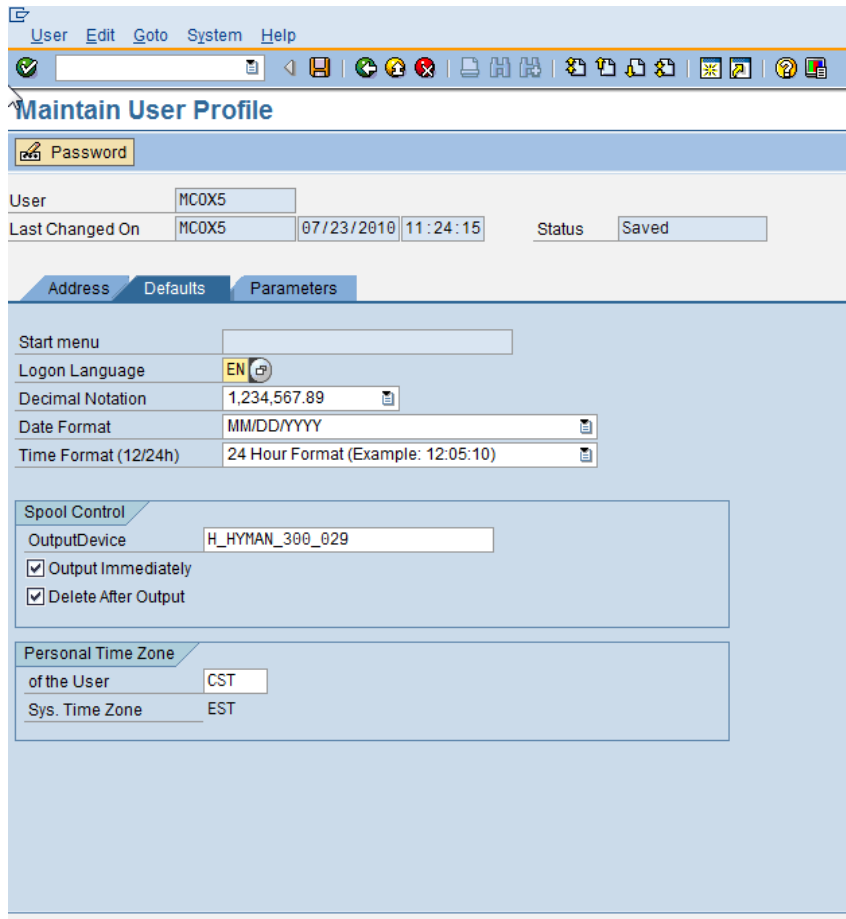
Spool: Output device (1) 38 Entries found

Restrictions

OutputDevice	ShrtName	Location/Status Message
H_CROWE_115_026	H026	JCFountain - Pharmacology
H_CRUMP_E208_009	H009	Memphis Department of Obstetrics & Gynecology
H_DUNN_C102_011	H011	MEMPHIS DENTBASEMENT
H_HAM_100_017	H017	Hamilton Eye Institute Suite 100
H_HYMAN_103_002	H002	Memphis Cashier's Office
H_HYMAN_103_030	H030	Cashier's Office HP4250
H_HYMAN_103_036	H036	HP Student Loans P4515
H_HYMAN_115_032	H032	Student Loans HP
H_HYMAN_120_005	H005	Payroll1
H_HYMAN_120_025	H025	Payroll 2
H_HYMAN_209_024	H024	Academic Affairs (Chancellor's Office)
H_HYMAN_300_001	H001	Memphis Administration
H_HYMAN_300_007	H007	SPA HP4515
H_HYMAN_300_022	H022	Budget HP Printer
H_HYMAN_300_028	H028	Finance and Operations
H_HYMAN_300_029	H029	Department of Finance and Operations (Budget Office)
H_HYMAN_300_031	H031	Sponsored Projects Acct
H_HYMAN_300_033	H033	Sponsor Projects Accounting
H_HYMAN_500_037	H037	Development & Alumni Affairs
H_HYMAN_500_038	H038	Development and Alumni Affairs 500
H_HYMAN_500_039	H039	DEVELOPMENT AND ALUMNI- SROSE
H_HYMAN_509_016	H016	Memphis Advancement Services IRIS printer
H_HYMAN_509_021	H021	Office of Development
H_JOHN_208_027	H027	Pharmacy Chairman's Office
H_LEBON_304_010	H010	Pediatrics Finance
H_LEBON_304_012	H012	Pediatrics Department
H_LEBON_304_013	H013	Pediatrics Accounting
H_LEBON_4505_034	H034	Pediatrics & OB/GYN Dept
H_LINK_515_006	H006	Anatomy 515 Link
H_MADISON_1005_015	H015	BME HP Color LJ 4600dn
H_MADISON_226_035	H035	Surgery Business Office
H_MOLEC_G001D_014	H014	HP Lj P3005
H_NASH_427_040	H040	Physiology Department - Business Manager Office
H_PAUL_381_008	H008	Dept. of Medicine
H_PHYS_113_019	H019	Facilities Admin - Assistant Director
H_PHYS_114_020	H020	Facilities Admin - Director
H_PP_201_003	H003	Memphis Purchasing (Front Desk)
H_PP_201_004	H004	Memphis Purchasing (Back Room)

38 Entries found

- Double click on the desired printer to set it as the default output device. The printer you selected is now displayed in the OutputDevice field as shown above. Unless you are doing special types of work, you will want to have both Output Immediately and Delete After Output options checked to avoid problems getting your reports printed. If there is no checkmark in front of an option, click in the box to add a check mark.
- The completed default printer settings are displayed below. Click  (SAVE) to save the changes to your user profile.



**Maintain User Profile**

User: MCOX5  
 Last Changed On: MCOX5 07/23/2010 11:24:15      Status: Saved

Address    Defaults    **Parameters**

Start menu:   
 Logon Language: EN   
 Decimal Notation: 1,234,567.89   
 Date Format: MM/DD/YYYY   
 Time Format (12/24h): 24 Hour Format (Example: 12:05:10)

**Spool Control**  
 Output Device: H\_HYMAN\_300\_029  
☒ Output Immediately  
☒ Delete After Output

**Personal Time Zone**  
 of the User: CST  
 Sys. Time Zone: EST

You are automatically returned to the SAP Easy Access menu. You have completed this transaction.

You have set up a default printer location for your IRIS reports.

*\*\*If this printer is going to be used by a Terminal Server (thin client) you will need to provide this information to Rick Sipes when he is setting up your printer(s).*

***Please contact Charles Cossar at 8-4891 or Marion Cox at 8-8469 if you have any questions.***