HP OXP-FS4 Install Instructions for ePRINTit Campus Printing Solution

Step One: HP PageWide Enterprise Printer: setting up the printer (hardware)
Watch Video of your new printer - HP 586dn https://www.youtube.com/watch?v=QYQzdnXXNCQ
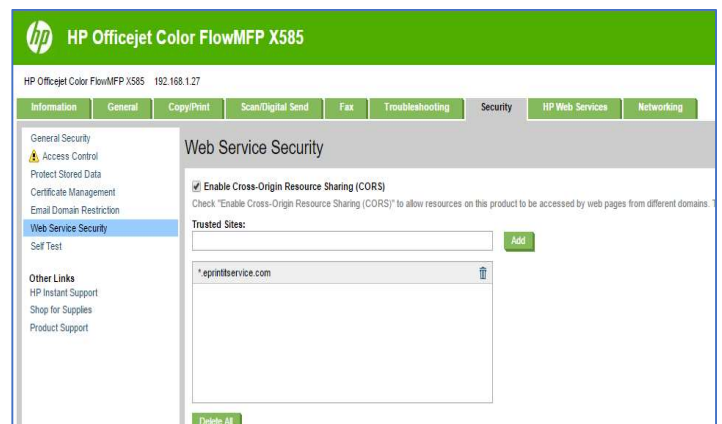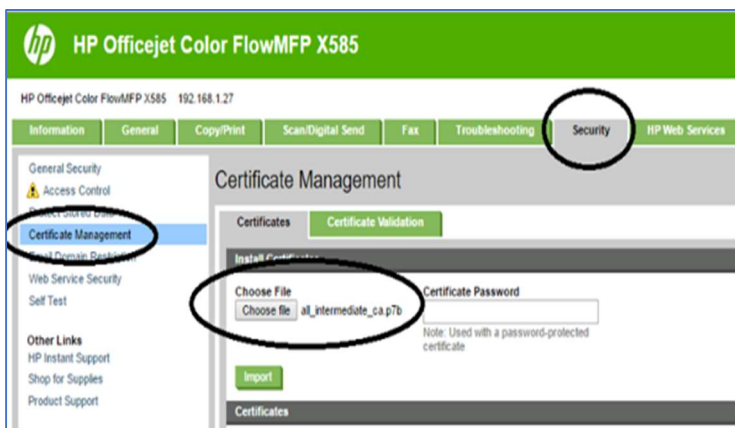
a. Unpack printer – Note that all Blue Tape areas must be removed. Inside and outside the printer
b. Insert the Ink cartridges
c. Load Tray 2 –Standard Bond Paper – Ensure side and back clips are tight to paper – If the printer does not detect the exact size of paper, it will be constantly looking for you to put paper into the side door called tray 1.
d. Connect the network cable
e. Connect the power cable and turn on the printer
f. Verify that the printer functions
g. Update the firmware. This can take over hour. If you have any issues with this, please contact our support services and we will guide you through this upgrade. Please download the following software to your Downloads folder. FutureSmart Bundle 4.7 - https://support.hp.com/ca-en/drivers/selfservice/swdetails/hp-pagewide-enterprise-color-mfp-586-series/7835680/swItemId/pw-199440-5 (Firmware upgrade as of February 2019)

Step Two: Get your Software

a. If you have a custom installation then ePRINTit will have given you your software directly. If you require our software, the latest version can be found at http://www.eprintit.com/downloads/ You may also contact Support@eprintit.com to arrange for a time that we can assist you directly. Firmware upgrade must be done before direct ePRINTit support is provided.
b. Download Security Certificate (Mandatory first install and Firmware upgrade required) http://www.eprintit.com/wp-content/uploads/2018/10/ePRINTitService-OXP-Certifcate.zip
c. Download For – HP OXP Enterprise for Education/Retail Cloud Printing Solutions, with full feature payment API and Active Directory integration and ePRINTit Mobile app.   http://www.eprintit.com/wp-content/uploads/2019/02/OXPd-Education%20Installer-Prod.exe Please consult your ePRINTit technicians for your URL log in page for Administrative authority.

Step Three: Configure Printer

a. Access the HP Embedded Web Server (EWS)
   I. Access to the HP Embedded Web Server (EWS) From the Home screen on the printer control panel, touch the Network button to display the IP address or host name.
   II. Open a Web browser, and in the address line, type the IP address or host name of the printer exactly as it displays on the printer control panel and click enter. **NOTE**: *If the Web browser displays a message indicating that accessing the website might not be safe, select the option to continue to the website. Accessing this website will not harm the computer.*

b. Install CA Certificate
   I. Using the top navigation tabs, click Security. In the left navigation pane, click Certificate Management.
   II. Under the header 'CA Certificates', click 'Choose File' button
   III. Locate the certificate for import and then click Install.
   IV. For more information on Security Certificates please download the following link from HP. ftp://ftp.hp.com/pub/printers/ews_help/.../en-US/ews-manage-certificate.html

c. Enable Printer Setting and Configure Security (Top Header: Left-Side Option > Setting)
   I. Security: Web service security > Ensure *.eprintitservice.com and *.eprintit.com have been added as a trusted sites.
   II. Security: Web service security > Enable CORS
   III. Security: General Security > Set Local Administrator Password (Optional)
   IV. HP Web Services: Web services setup > Enable web services
   V. Networking: Other settings > enable IPP and IPPS printing (default)
   VI. Troubleshooting: General Troubleshooting > enable 'Allow a Non-Secure Connection for Web Services'
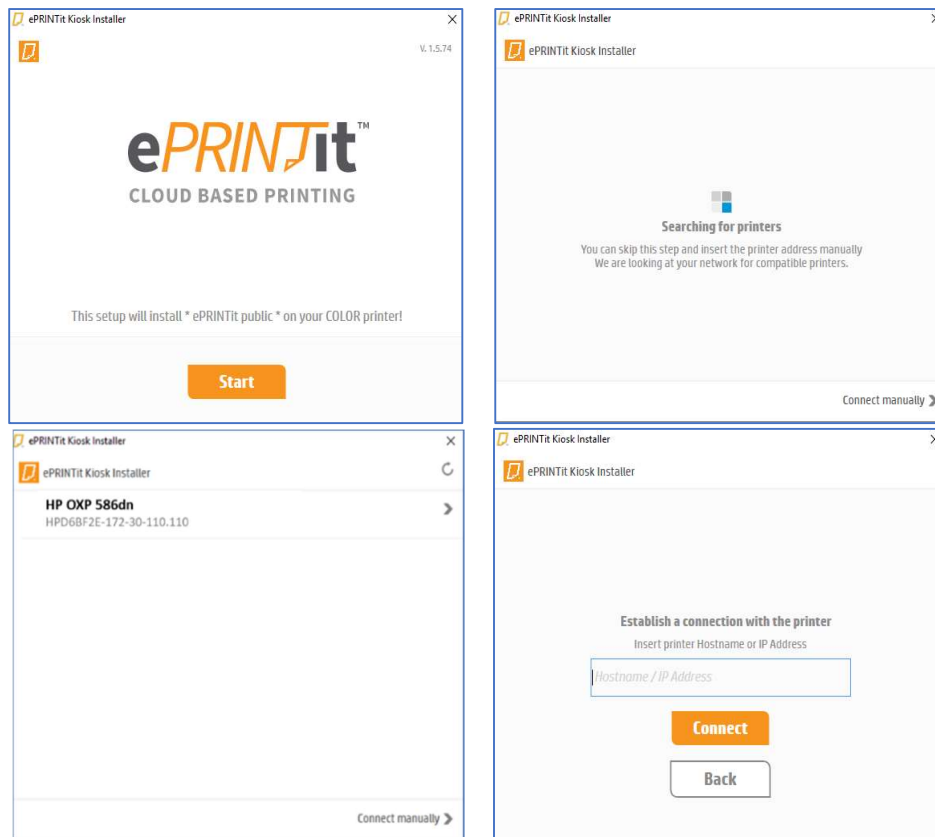   VII. Restart printer

Step Four: Configure Printer Options

a. Access your organizations ePRINTit web portal to configure your HP Printer options. Navigate to https://{Your Organization Name}.eprintit.com and enter your Admin Credentials Provided to you by your ePRINTit Technician.
b. Click on 'Printers' to view and create your printer locations. Click the '+' button on the top right-hand corner to create your printer.
c. Select the setting and options you would like to see on your HP printer. Once finished click create.
d. Once created, an activation code will be generated, please write down this code.

Step Five: Install ePRINTit Software

a. Use a PC on the same network as the printer to install. Select the ePRINTit software for installation.
b. Launch the OXPd-Education Installer.exe installer. If the POP up appears "windows has Protected your PC. Click More Info and Click Run anyway.
c. The software will automatically search your network for available Printers. Select the printer that you are installing the software on. If the software does not find the Printer, then connect manually by entering your printer IP. Enter your printer credentials when prompted. (Default username is 'admin', password is blank)
d. ePRINTit App will now appear on the Home Screen of the printer.
e. On the Printer settings page (EWS), General: Home Screen Customization > Set the 'Home Screen App' to 'ePRINTit' (Optional)

Step Six: Activate and use your ePRINTit Software

a. Click the ePRINTit app on your printer. Please enter the activate code provided in step four when prompted.

For more assistance: Support@eprintit.com or call Toll-free Number:1-877-494-0443 &AM-7PM M-F (GMT-5) EST