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**Illinois Extension**

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN

Information Technology

## Extension IT Tech Tips - July 2024



### Add Printer using Printer Logic

All Extension computers have a software called PrinterLogic. This software allows users to install copiers and printers located in every office without administrative credentials. Please note, this does not apply to personal desktop printers.

When you are connected to the UIE-UOFI wireless network in an office or an ethernet connection in an office, Printer Logic will determine the office and show the available printers for that office. If you would like to install a printer in a new office or another printer in your office that is not currently installed, follow these instructions:

- Start the Printer Logic software. In the lower right corner by the time you should see a printer with a green + sign. If it does not show, click on the ^ and click on the icon in the apps that show up.
- If you get prompted for an authorization code, enter **m6vfjh21**
- Click on the desired printer and acknowledge that you want to install the printer.

Printer Logic will only show the printers that IT has installed for your office. If you purchase a new printer and desire it to be connected to the network so it can be shared, you will need to submit a ticket to [extensionit-help@illinois.edu](mailto:extensionit-help@illinois.edu) to have the printer added to Printer Logic.

## Windows and Office Updates

As was mentioned in an earlier email, updates to Windows and Office are now being handled through our Software Center application. It is likely that on occasion you will receive a prompt

from Software Center asking to restart. This restart can be done at a convenient time, but it is important that you do the restart to install all updates.

In addition to the updates through Software Center, most computers have the Dell Command Update software installed. This software checks the Dell website and notifies you when updates are available for drivers (software that interfaces with the hardware parts of your computer). These updates are also important and safe to install.



## Outlook Calendar Peek

There is an option in Outlook to have a view of your calendar show on the far right side of your inbox. This view shows a monthly calendar and meetings for the next 7 days below. These meetings can be clicked on from the view to join Zoom or Team calls, view full details, etc.

To enable this, right click on the calendar option on the left. Click on the option Dock the Peek.

If you have any IT related questions, please feel free to submit a ticket to [extensionit-help@illinois.edu](mailto:extensionit-help@illinois.edu).



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