Installing Printing Software and Importing the Certificate on the Workstation

Leap uses third-party software called QZ Tray to manage access to your printer located at your library.

After creating a printer certificate, install QZ Tray and import the certificate.

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**To install and configure QZ Tray**

1. On the workstation running Leap, navigate to the following URL:

[**https://qz.io/download/**](https://qz.io/download/)

2. Download QZ Tray v2.2.4.

3. Once the download is complete, run the .exe file.

4. In the QZ Tray Setup dialog, select your installation options, and select **Install**.

The QZ Tray application installs on the workstation.

5. When the installation is complete, select **Close**.

The QZ Tray application is running in the Windows system tray.

6. Open the Windows system tray, and right-click the QZ Tray icon

7. Select **Advanced** > **Site Manager**.

The Site Manager window opens.

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8. You will need to install the printer.cet.pem click here for the download.

[**https://www.odin.nodak.edu/media/3276**](https://www.odin.nodak.edu/media/3276)

On the **Allowed** tab, select the plus (+) icon, and select **Browse**.

When the file explorer window opens locate the **printer-cert.pem** file, select it, and select Open.

9. If the Unrecognized Certificate window appears, select Yes to continue.

The Site Manager window displays a message like the following:

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Select Close.

Next Step is to configure printing in Leap.

Sign in to Leap.

Select your user profile then choose Settings.

Select the Direct to Printer view – Direct to Printer checkbox.

The Direct to Printer view with Connect to host fields opens.

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Select CONNECT and confirm that your connection to the QZ Tray Printer works.

Then click on Receipts and Slips and then you can select your printer.