Install ActiveX Control for Internet Explorer

SSRS users working in Internet Explorer (IE) who wish to print reports using the print icon must first install the Active-X Control.

- In order to install the control, you must have administrative rights on your computer.
- It is recommended that you use Internet Explorer 8 or higher. If you experience problems using IE9 or IE10, it is recommended that you open IE, press F12 and select Internet Explorer 8 from the Browser Mode menu.
- For instructions on printing SSRS reports using a browser other than Internet Explorer (e.g., Chrome) see the Print SSRS Reports as PDF step-by-step.

Tools Menu – Internet Explorer Window

1. From the Tools menu in your IE web browser, click Internet Options.

Note: If the Tools menu does not display at the top of your browser:
- Right-click on the window below the URL address bar.
- Click Menu Bar.

Security tab – Internet Options

2. On the Security tab, click Custom level…

3. Scroll down to the ActiveX controls and plug-ins section.

4. Click either Enable or Prompt for each of the following three settings:

SSRS Report Window

5. After opening the report you wish to print, click the print icon.

6. Click Yes in the User Account Control pop-up window.

The ActiveX Control automatically downloads and installs. Once installed, you will be able to print SSRS reports by clicking the print icon when using an IE web browser.