How to Add a Printer

Campus issued computers - Domain

• Click on the Windows and R key:



• Type '\\print'; click 'OK' or press 'Enter'

	Run		
	Type the name of a program, folder, document, or Interne resource, and Windows will open it for you.	t	
<u>O</u> pen:	\\print	~	
	OK Cancel <u>B</u> rowse		

- This will open a folder with the campus printer.
 - Find the printer you are looking for and double-click the printer.



- This will install the driver software and add the printer to your computer.
- The following window appears when the printer installs successfully:

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Printer Document View					
Document Name	Status	Owner	Pages	Size	Submitted
4					>
•					

• You can now select this printer from the drop down.

Computers not issued by Campus – Non Domain

• Click on the Windows and R key:



- Type '\\print'; click 'OK' or press 'Enter'
- You will be prompted to enter a username and password:

Windows Security		
Enter network credentials Enter your credentials to connect to: print		
Ø User name Ø Password Domain: CSNTPROD Remember my credentials		
➢ The user name or password is incorrect.		
OK Can	cel	

- *Type* your campus email into the user textbox to get on the domain.
 - o Example: 'username@morrisville.edu'
 - Enter your campus 'password'
- This will open a folder with the campus printer.
 - Find the printer you are looking for and double-click the printer.

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o This will install the driver software and add the printer to your computer.

The following window appears when the printer installs successfully:

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Printer Document View					
Document Name	Status	Owner	Pages	Size	Submitted
<					>

• You can now select this printer from the drop down.