



BROWN CIS IT Service Center

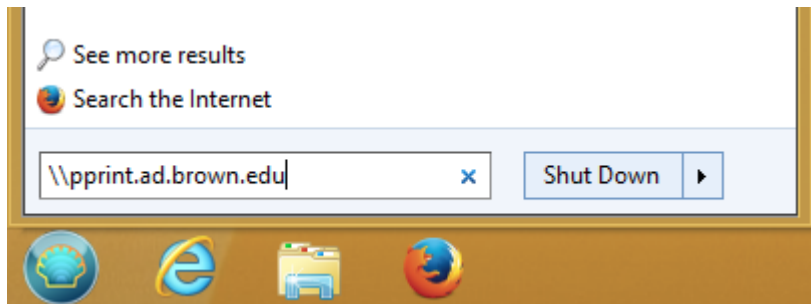
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Install a Windows Department Printer in Windows 8

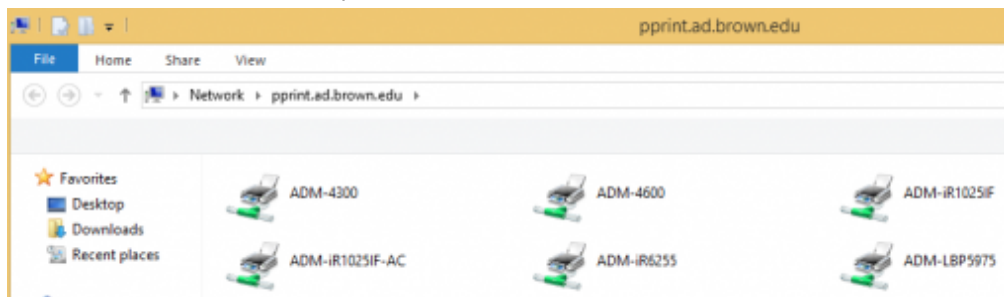
Stephanie Obodda - 2020-12-01 - 0 Comments - in Departmental Printing

1. Hold down the windows key and the R key on the keyboard.

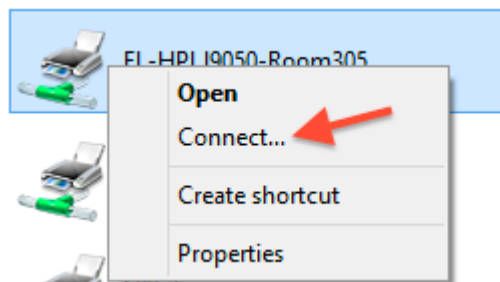
Type pprint.ad.brown.edu into the field. Press Enter.



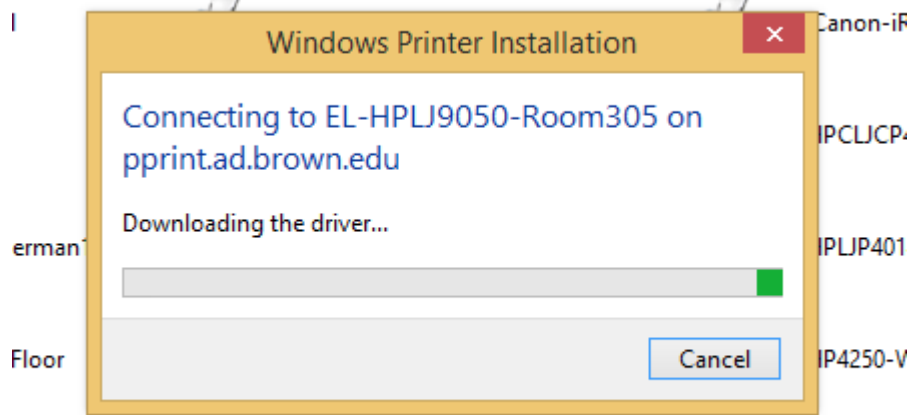
2. If you are asked to authenticate, enter your Brown shortID preceded by "ad\", and the corresponding password (username example: ad\\jcarberr)
3. You should now see a list of printers on the server:



4. Right click on the printer you would like to add and select "connect"



5. The Windows Printer Installation dialog will appear (there may be a delay -- be patient). You should then see a window similar to this:



GS1



EG-HPP1016dn-Wilbour-GS2



EG-iR3235i-W

6. Wait while Windows attempts to connect to the server and the printer.
7. Open your control panel (keyboard shortcut: Win + X > Control Panel) and click on Devices and Printers. Your printer should be there. If desired, right-click on the new printer and select "Set as Default."
8. If you want to print a test page, right-click on the printer again and select "printer properties." Under the general tab, click on the button "Print Test Page."

Tags

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