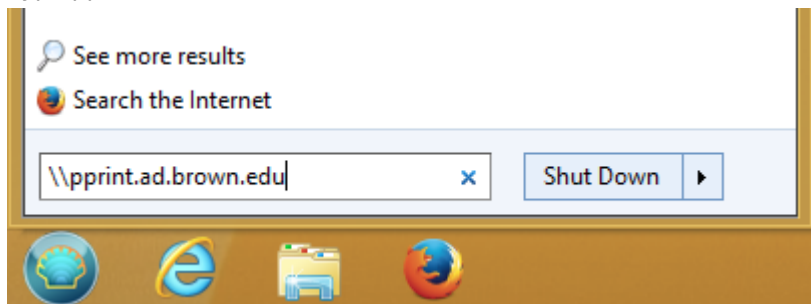


Install a Windows Department Printer in Windows 8

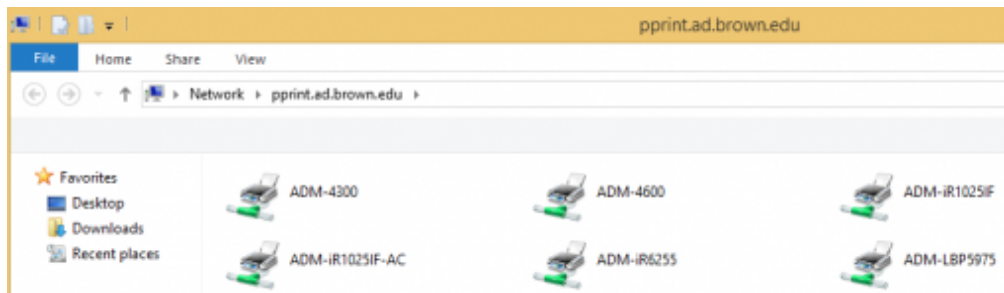
Stephanie Obodda - 2024-04-20 - Comments (0) - Departmental Printing

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

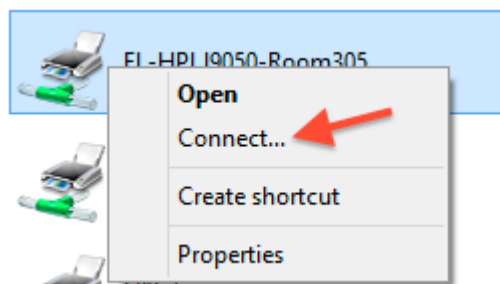
Type `pprint.ad.brown.edu` into the field. Press Enter.



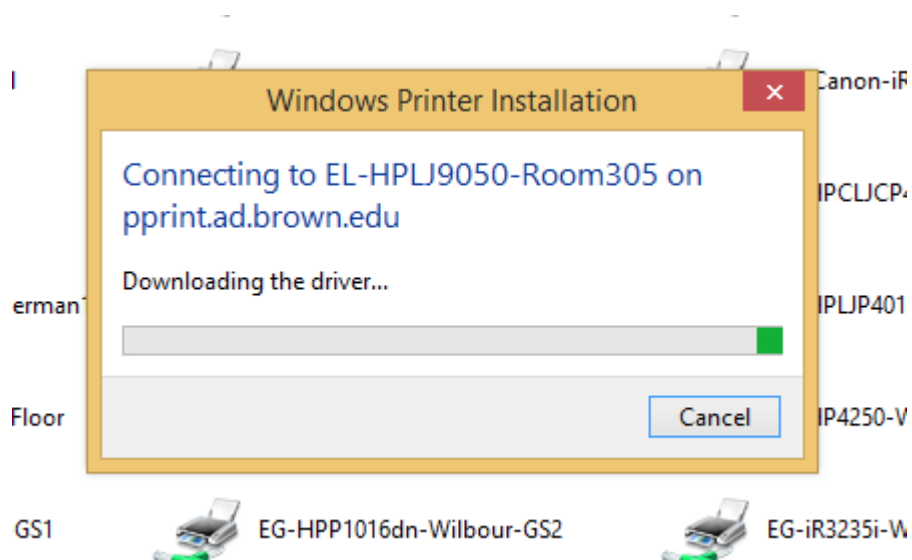
2. If you are asked to authenticate, enter your Brown shortID preceded by "ad\", and the corresponding password (username example: `ad\\jcarberr`)
3. You should now see a list of printers on the server:



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:



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."