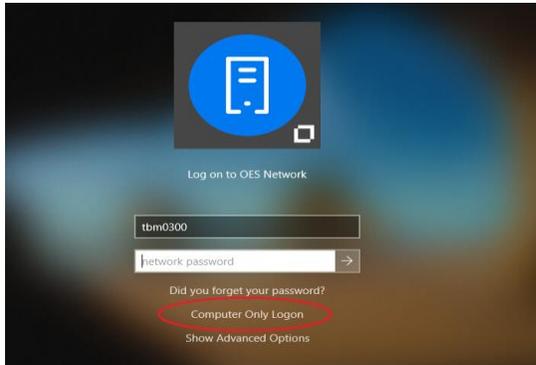


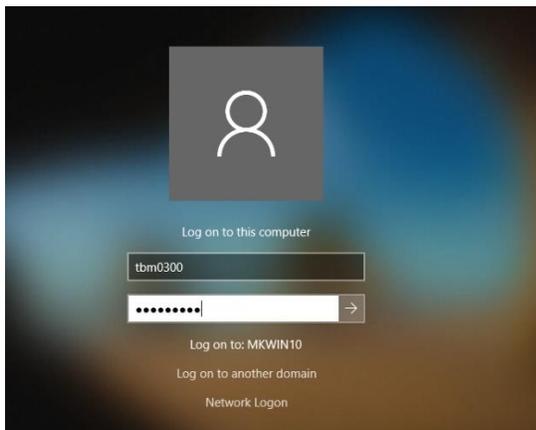
Widener University Systems Documentation

Printer Self Install

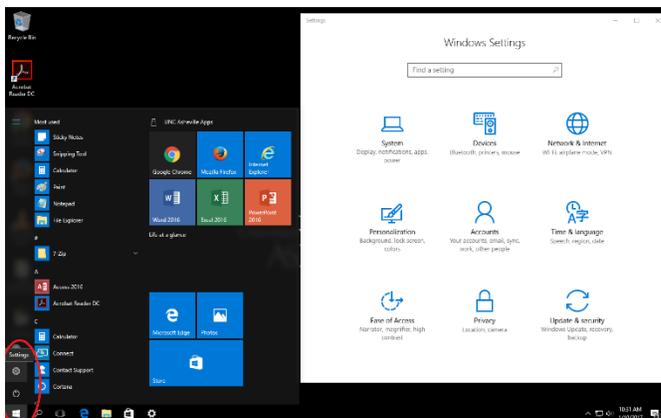
1. When your workstation boots to the login prompt, click on 'Computer only Logon'.



2. In the logon prompt, login with your network credentials.

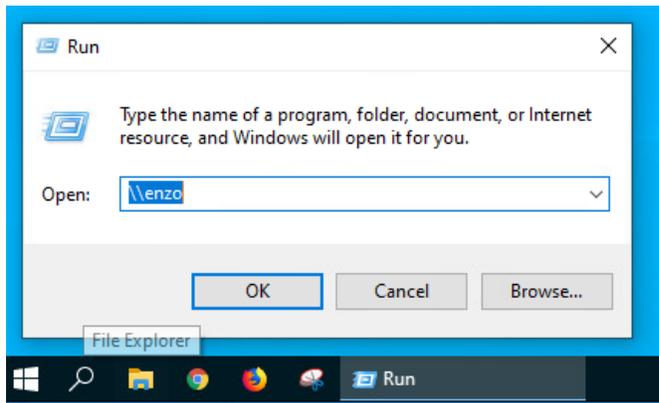


3. This will take you to your desktop without mapping network drives. Click on the start button and then the 'gear' icon. This will take you to the 'settings' screen.

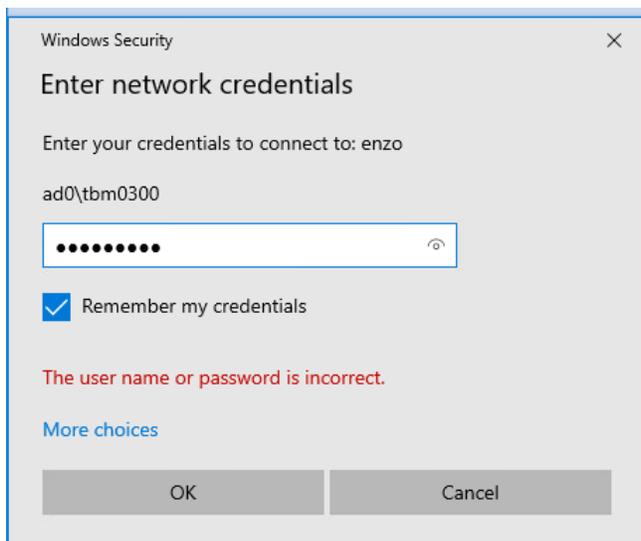


4. Click on 'Devices', find your printer and make a note of the name. The name will be <printername>on IPP://gutemberg.widener.edu.

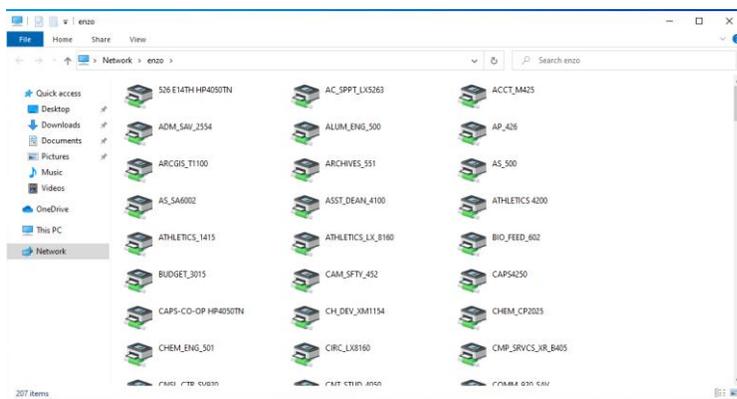
5. Right click on the start button and click 'run'. Type in `\\enzo`



6. At the authentication screen type in `ad0\<username>` and your password, remembering to tick the 'Remember my credentials' box on.

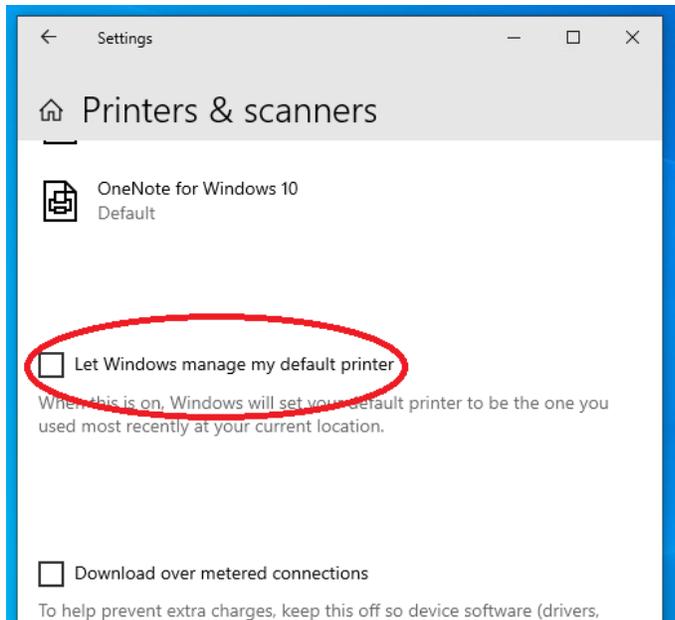


7. this will open a window that will look similar to this:

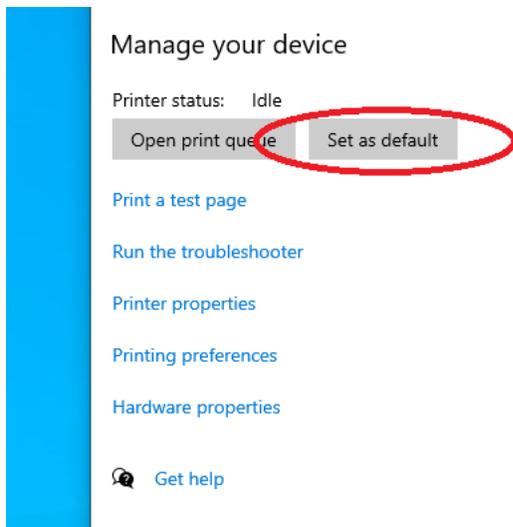


Locate the printername from step 4 and double click on it. This will install the printer along with the appropriate drivers. When completed, click on the 'x' to close this window.

8. Navigate back to the printers folder as detailed in steps 3 & 4. The new printer will appear as <printername> On Enzo. Scroll down and ensure that the check for for 'Let Windows Manage My Default Printer' is unchecked.



Scroll up and find the printer you just installed. Click on 'Manage' then click on 'Set as Default'.



9. Click on the 'back' arrow at the top left of the dialog box. This will take you to your printer list. Find the '<printername>on IPP://gutenberg.widener.edu' device, click on it, then click on 'remove device'. Confirm the deletion. Be careful not to delete the printer that was just installed!

10. Click on the 'X' at the top right to close the box.

NOTE: you are now printing from a new print server. When you change your network password, this will require you to run steps 5&6 to re-authenticate to the server. You WILL NOT need to reinstall the printer!

