

Installing the print queues on Windows

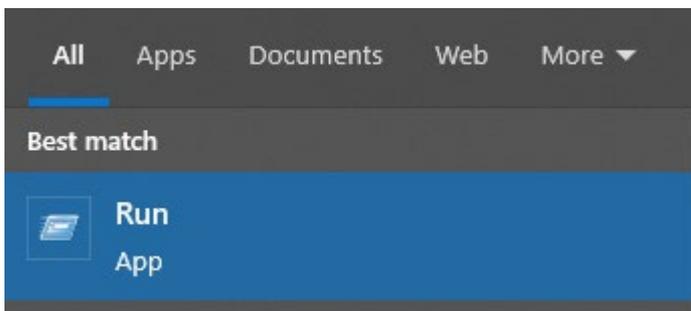
To install the printer queues, you will need to be on the campus wireless network (eduroam) or connected to the University VPN. In the instructions below, the Student-Mono printer has been used as the example printer being installed.

Go to the **Windows Search bar** in the bottom left-hand corner of your screen and type in

RUN



Select the **Run** app from the list



Once the **Run** box has opened Type in one of the following depending which printer you want to install:

For the Student printer:

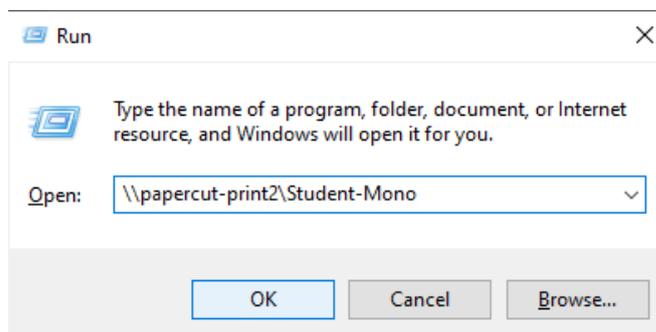
Mono

<\\papercut-print2\\Student-Mono>

Colour

<\\papercut-print2\\Student-Colour>

then click **OK**



For the Staff printers:

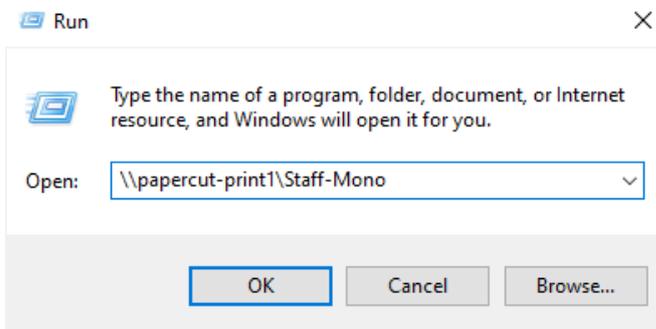
Mono

<\\papercut-print1\\Staff-Mono>

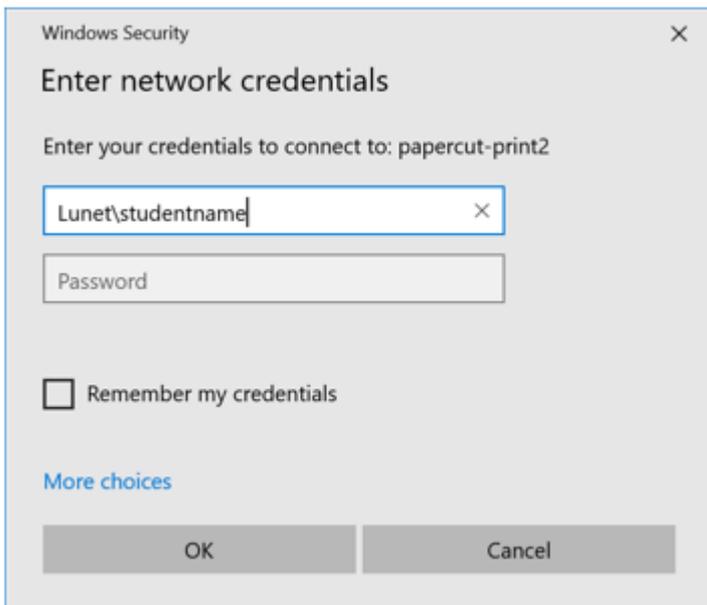
Colour

<\\papercut-print1\\Staff-Colour>

then click **OK**

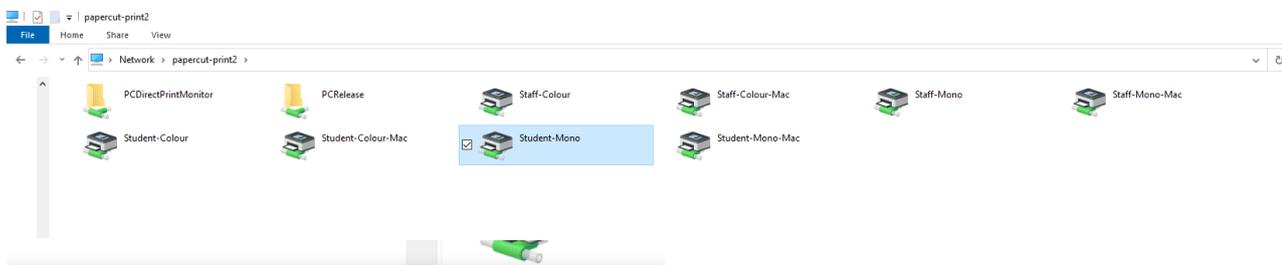


Enter in your **Loughborough University** username and **password** in the following format **lunet\username** and **password** and click **OK**



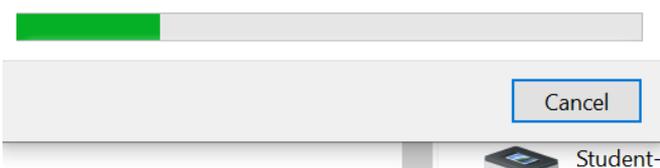
If you have successfully signed in, you will now be presented with a list of available University printers

Select the **Student-Mono** from the list and double click on it to install the printer and the necessary files to connect to this printer



Windows Printer Installation

Connecting to Student-Mono on
papercut-print2



The printer has now been installed and ready to use. To install the any of the additional printers listed above, follow these same steps just substituting the **Student-Mono** for the desired printer.