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



-	רע 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:		X		
Mono <u>\\papercut-print2\Student-Mono</u>		Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.		
Colour	<u>O</u> pen:	\\papercut-print2\Student-iviono V		
<u>\\papercut-print2\Student-Colour</u> then click OK		OK Cancel <u>B</u> rowse		
For the Staff printers:	🖅 Run	×		
Mono		Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.		
\\papercut-print1\Staff-Mono	Open:	\\papercut-print1\Staff-Mono ~		
Colour				
\\papercut-print1\Staff-Colour		OK Cancel Browse		
then click OK				

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

Windows Security						
Enter network credentia	als					
Enter your credentials to connect	to: papercut-print2					
Lunet\studentname	×					
Password						
Remember my credentials						
ОК	Cancel					

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

☐ I I I = papercut-print2 File Home Share View								
← → × ↑ 📃 > Network > papercut-prim2 >								
PCDirectPrintMoni	tor 💄	PCRelease	Staff-Colour	Staff-Colour-Mac	Staff-Mono	Staff-Mono-Mac		
Student-Colour		Student-Colour-Mac	Student-Mono	Student-Mono-Mac				
		_	0.0					
Windows Printer Installation			×					
Connecting to papercut-prin	o Studen t2	it-Mono o	n					
			Cancel					
			Stud	ent-				

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.