Help Document Series: Adding a Print Queue Printer to a Clark managed Windows Vista or 7 Computer

This document will guide you through adding a print queue printer to your Clark owned and managed computer. You will need to have permissions to the particular print queue and will need to know the specific name of the queue. Print queue names are in the format of a departmental abbreviation followed by an underscore and an abbreviation of the printer. For example: dept1_bwl5.

Step 1:

Type the appropriate print server name into the **Search Programs and Files** box under the Windows Start menu and hit the **Enter** key.

In the case of most HP Printers and multi-function units:  
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\cuprinters
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In the case of newer Xerox multi-function units:  
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\xerox
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If you are unsure of what print server to use please check with someone who already has it mapped or check with the Help Desk.
Step 2:
From the list that appears double click on the print queue you wish to install (e.g. dept_bwmfp1).

Step 3.
A Printers window may appear asking if you trust the printer. Please check Install driver.

Step 4.
When the printer is successfully installed you can use the Devices and Printers option in the Start Menu to view your installed printers and change options.

If you have any questions, or require further assistance, please contact the ITS Help Desk at 508.793.7745 or helpdesk@clarku.edu.