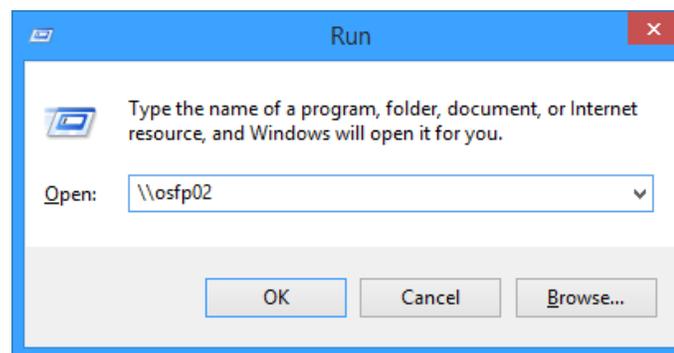


This guide is for staff and faculty of Durham College or UOIT. Staff and Faculty cannot print to student printers, as you will not have print credit in PaperCut. This guide will work for personally owned laptops as well as UOIT imaged machines.

1. To add the printer, you will need to find the name of the printer (*print queue name*) **and** the name of the *print server* it is on. It is usually on a label affixed to the front of the printer itself. Most staff printers are on the [\\osfp02](#) server; the other staff print server is [\\itdcprt02](#). The printer will be named after the room it is in, prefixed with the letter **P**. For example, the staff printer in SW100 is on the [\\itdcprt02](#) server and is named PSW100-1. Therefore, to connect to this printer, the path is [\\itdcprt02\PSW100-1](#)
2. Press  + **R** to open the **Run** window
3. Type in two backslashes **\\** followed by the name of the print server (i.e. [\\osfp02](#)) and press enter



4. If you are using a school computer, then Windows automatically uses your user account to authenticate. However, if you are using your own laptop, you will be prompted for logon credentials. You can use your **Banner ID** and your **Network/Email Password**. You may need to prefix your banner ID “ONCAMPUS\” but without the quotations. (i.e. Username: ONCAMPUS\100[#####] Password: Same as email/blackboard/WiFi )
5. Find the printer you would like to connect to in the window that pops up and double click on it
6. Windows should automatically find and install the driver, and add the printer to your machine. You can confirm by clicking **Start** and selecting **Devices and Printers**. You can set the default printer in this window by right clicking on the desired device and select **Set as Default Printer**.