Windows 7

How to Install a Printer on the Domain

8/13/2012

Applies to: Russell Labs faculty, staff, and grad students

Important: These instructions will only work if you are already logged into the domain.

1. Click Start...Devices and Printers:

The Devices and Printers window appears:

2. Click Add a Printer:
The first Add Printer window appears:

3. Click *Add a network, wireless, or Bluetooth printer*.

4. Click *The printer that I want isn’t listed*.
5. Click *Select a shared printer by name*.

6. In the box below Select a shared printer by name, type:

   `\prnew\`

   As you type the last backslash, the printer list will fill with a list of printer names:

   ![Printer List](image)

7. Select the printer you want to install.

   Example: for the Sharp color printer in the Herrling Lab, select Rm 436 MX3110N Color:

   ![Printer Selection](image)

8. Click Next. A popup box appears:
9. The final screen appears:

![Add Printer]

You've successfully added RM 436 MX3110N COLOR on prnew

Enter name: RM 436 MX3110N COLOR on prnew

This printer has been installed with the SHARP MX-3110N PCL6 driver.

10. Click Next. A confirmation screen appears.

Optional:

- Do you want that printer to be the default printer? Check or uncheck the box.
- Do you want to print a test page to verify that the install worked correctly? If yes, click Print a test page.