Windows 7

How to Install a Domain Printer on a Non-domain Computer

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

Important: These instructions will only work if you have a domain account and know the correct username and password for it.

1. Click Start.

2. Click in the Search programs and files box and type:

\prnew

...and hit Enter.

3. A Windows Security window appears asking for your User name and Password:
4. Click in the User name box.
   Type:
russell\username
   ...where username is your domain username.

5. Click in the Password box and type your password.
   Your completed screen should look something like this:

6. Click OK. The Network prnew window appears:

7. Scroll through the right pane of the window to locate the printer you want to add.

8. Double-click the printer name.

9. The Windows Printer Installation window appears:
10. Once Windows finishes installing the printer, a box will appear showing you the printer’s queue:

![Printer Queue Window]

11. Close the printer queue box.