

Windows 7

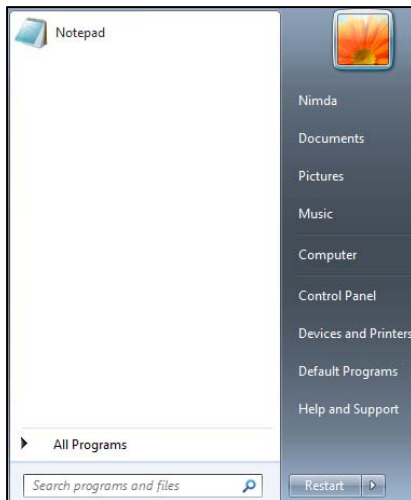
How to Install a Domain Printer on a Non-domain Computer

8/13/2012

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.

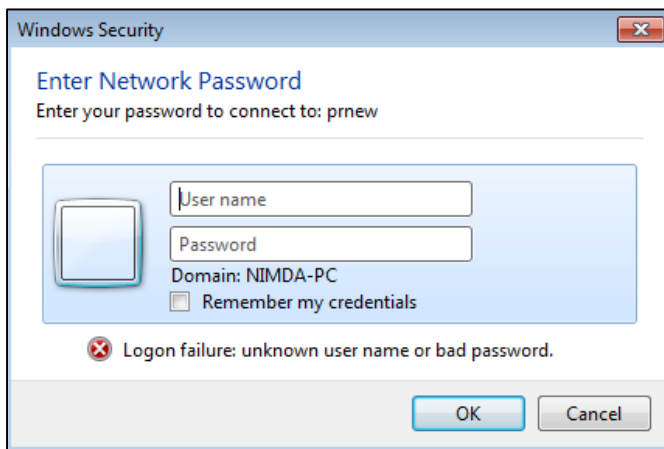


2. Click in the *Search programs and files* box and type:

\\prnew

...and hit Enter.

3. A Windows Security window appears asking for your User name and Password:



4. Click in the User name box.

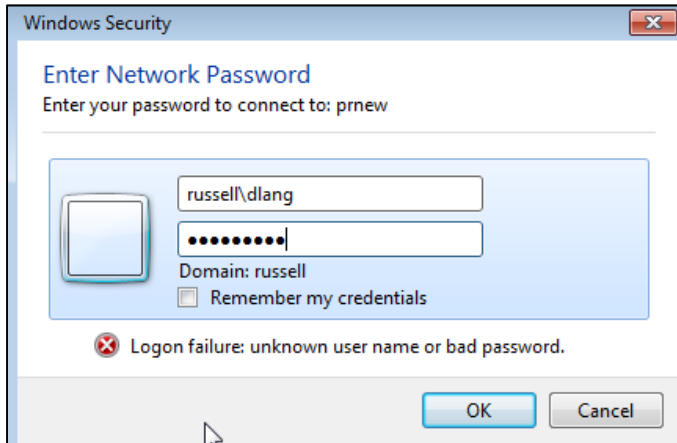
Type:

russell\username

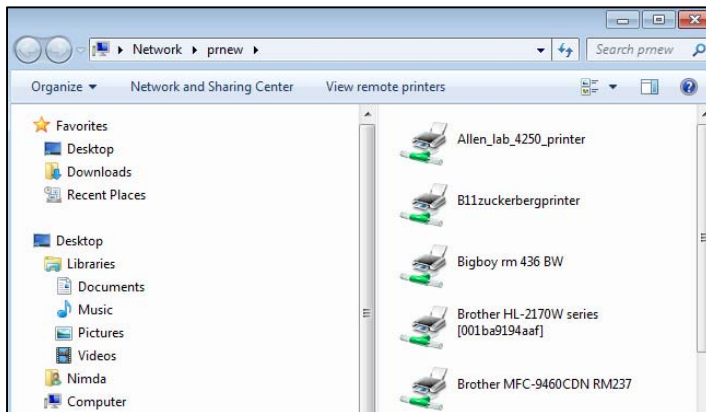
...where username is your domain username.

5. Click in the Password box and type your password.

Your completed screen should look something like this:



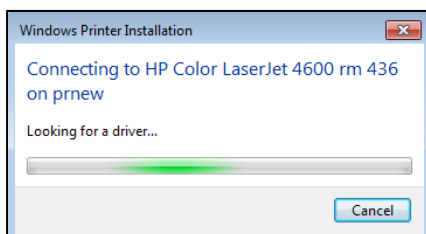
6. Click OK. The Network prnew window appears:



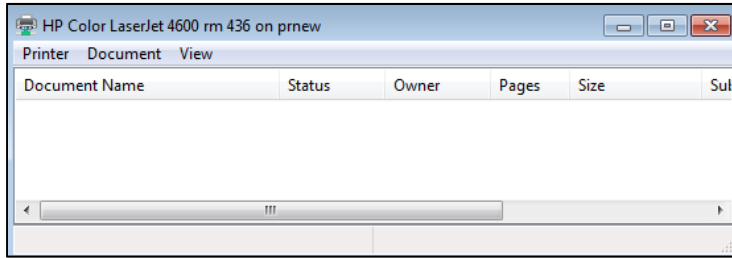
7. Scroll through the right pane of the window to locate the printer you want to add.

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:



11. Close the printer queue box.