

## Installing Archnet Printers on Windows

1. Open the Printers Control Panel applet in the following manner:

For Windows 7, 8 and 10:

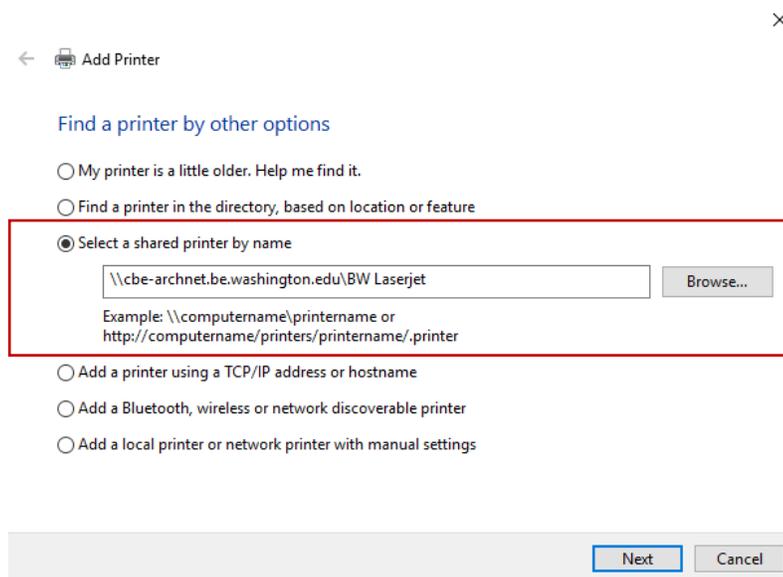
- Click on the “Start” button
- Search for and click on “Control Panel”
- For Windows 10, click on “Hardware and Sound,” then “Printers and Scanners”
- For Windows 7 and 8, click on “Devices and Printers”

2. Click on “Add a Printer” in the menu bar.

3. In the “Add Printer” wizard, choose “Add a network, wireless, or Bluetooth printer” and click “Next.”

4. Click on the text “The printer I want isn’t listed” and click “Next.”

5. Make sure that “Select a shared printer by name” is selected, and in the text box, enter the name from the list of printers on the next page of the printer you wish to install, and click “Next.”



7. If prompted, click on “Install Driver.”

8. When prompted to login, use your NETID username and password by typing ‘NETID\’ followed by your NETID username.

9. Uncheck “Set as a default printer” and click “Next.”

10. Click “Finish.” Windows will copy the required setup files over to your computer, and once complete the new network printer will be available in your Printers list.

**Archnet Printers:**

For BW LaserJet, enter: \\cbe-archnet.be.washington.edu\BW\_Laserjet

For Color LaserJet, enter: \\cbe-archnet.be.washington.edu\Color\_Laserjet

For FAST 36 WIDE, enter: \\cbe-archnet.be.washington.edu\FAST\_36\_WIDE

For MATTE 42 WIDE, enter: \\cbe-archnet.be.washington.edu\MATTE\_42\_WIDE

For GLOSSY 42 WIDE, enter: \\cbe-archnet.be.washington.edu\GLOSSY\_42\_WIDE

For Printer in Arch Hall G020, enter: \\cbe-archnet.be.washington.edu\ArchG020

For Printer in Arch Hall G060, enter: \\cbe-archnet.be.washington.edu\ArchG060

For Printer in Arch Hall 220, enter: \\cbe-archnet.be.washington.edu\Arch220

For Printer in Arch Hall 260, enter: \\cbe-archnet.be.washington.edu\Arch260