

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.

~	🖶 Add Printer	×
	Find a printer by other options	
	○ My printer is a little older. Help me find it.	
	○ Find a printer in the directory, based on location or feature	
	Select a shared printer by name	
	\\cbe-archnet.be.washington.edu\BW Laserjet Browse	
	Example: \\computername\printername or http://computername/printers/printername/.printer	
	○ Add a printer using a TCP/IP address or hostname	
	○ Add a Bluetooth, wireless or network discoverable printer	
	○ Add a local printer or network printer with manual settings	
	Next Cancel	

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.

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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 220, enter: \\cbe-archnet.be.washington.edu\Arch220