IST TIPS

HOW TO ADD
DEPARTMENTAL PRINTER
TO YOUR PC

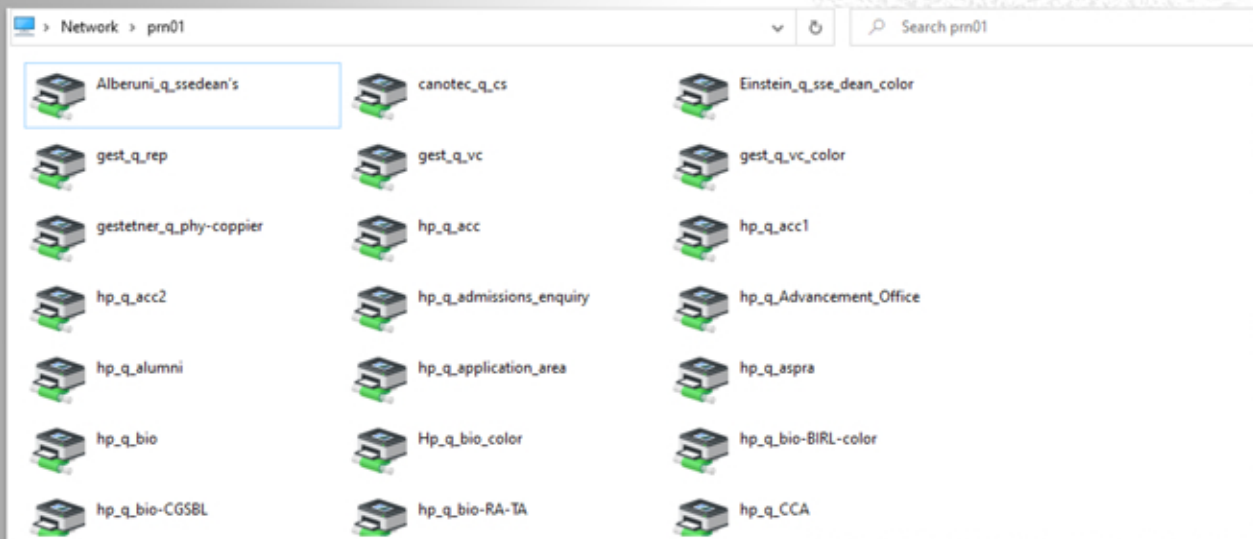# FOR **WINDOWS**

WIFI or LAN must be connected to LUMS network with your credentials
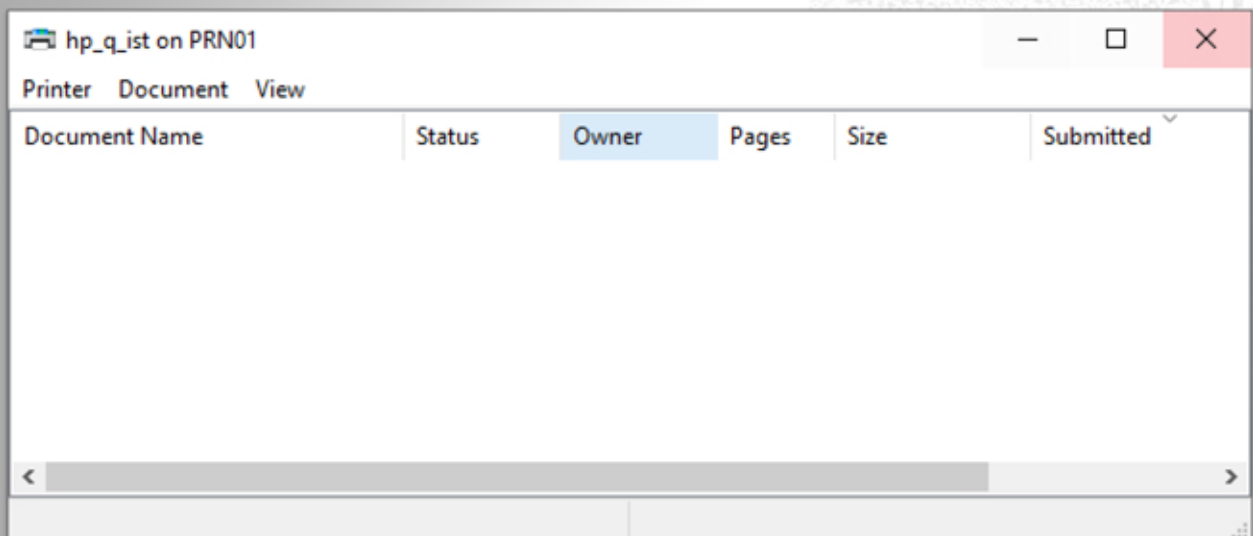
1. Open the Run command by Clicking ⊞ +R from your keyboard.

2. This Run command prompt, then type **\\prn01** and press OK.
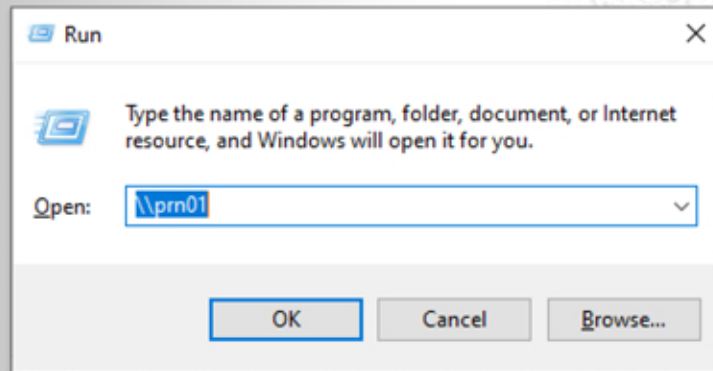
3. After Pressing OK. This printer queue windows appear, then simply double-click on your department printer queue name.

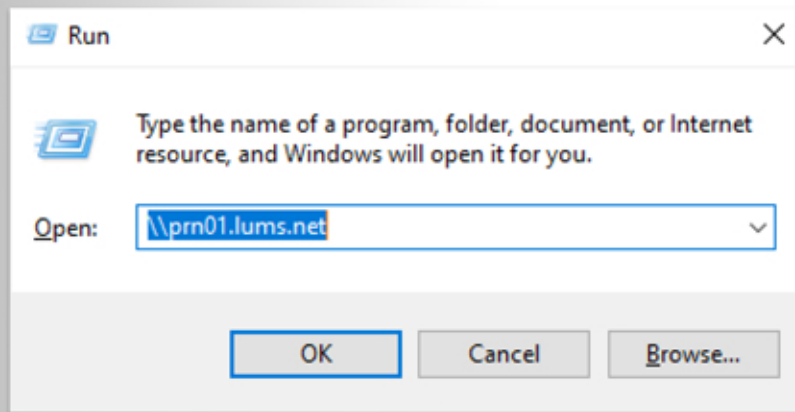4. After adding this window appear printer added successfully.

5. Make your printer set as default by clicking on the printer.

When the machine not on the **LUMS domain**

The machine must be connected to LUMS WIFI or network with your provided credentials.

1. Open the Run command by Clicking ⊞ +R from your keyboard.

2. This Run command prompt, then type **\\prn01.lums.net** and press OK.

3. After Pressing OK. This Network credentials windows appear. You must write

your credentials with **lums** then press OK.
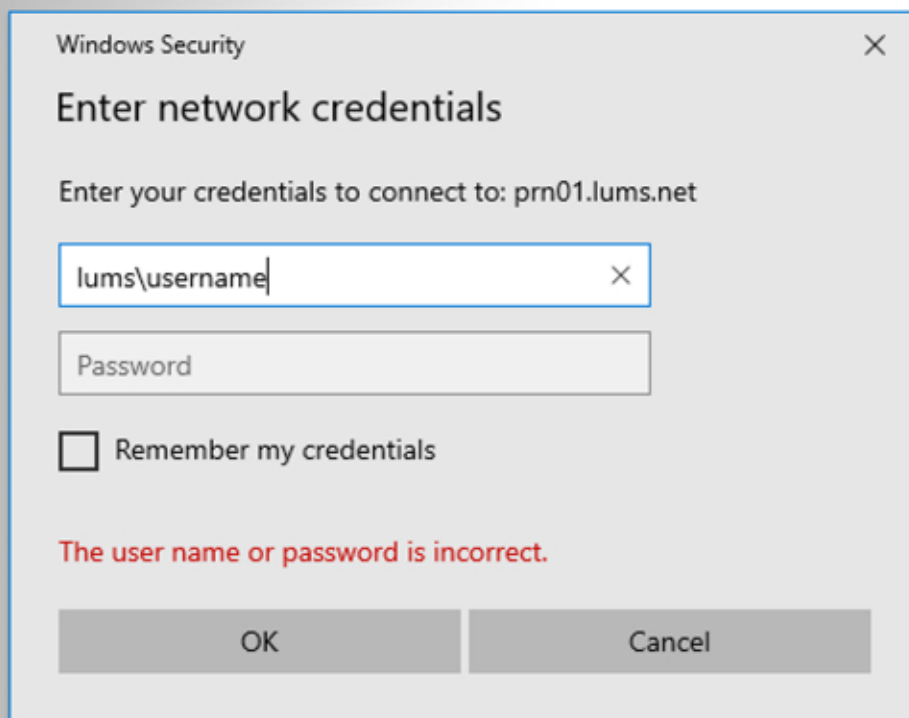
4. Simply double click on your department printer queue name.
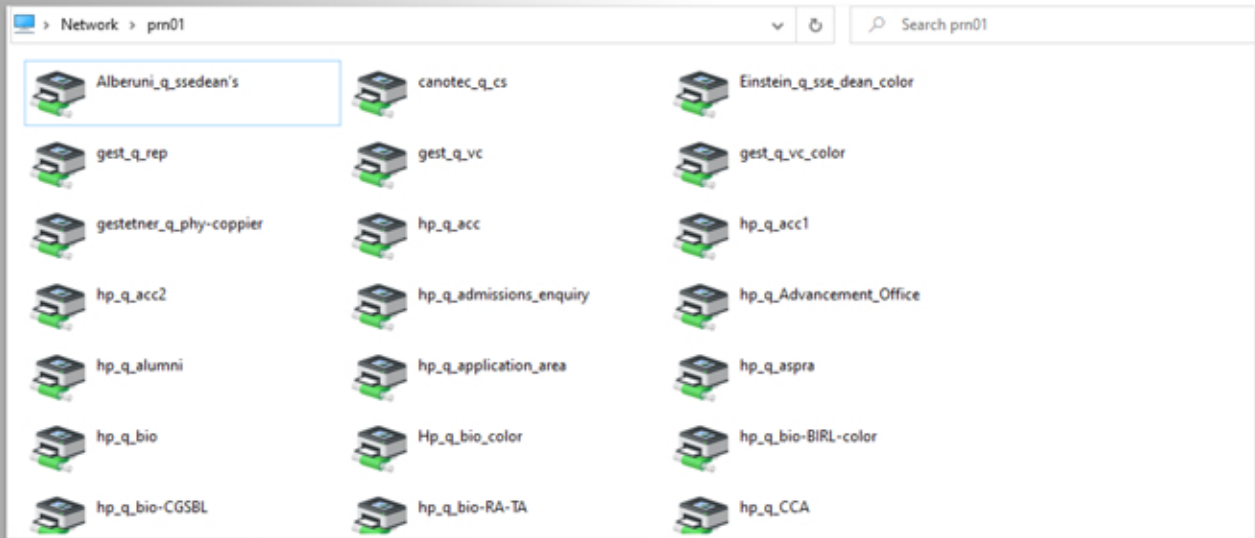
FOR **MAC**

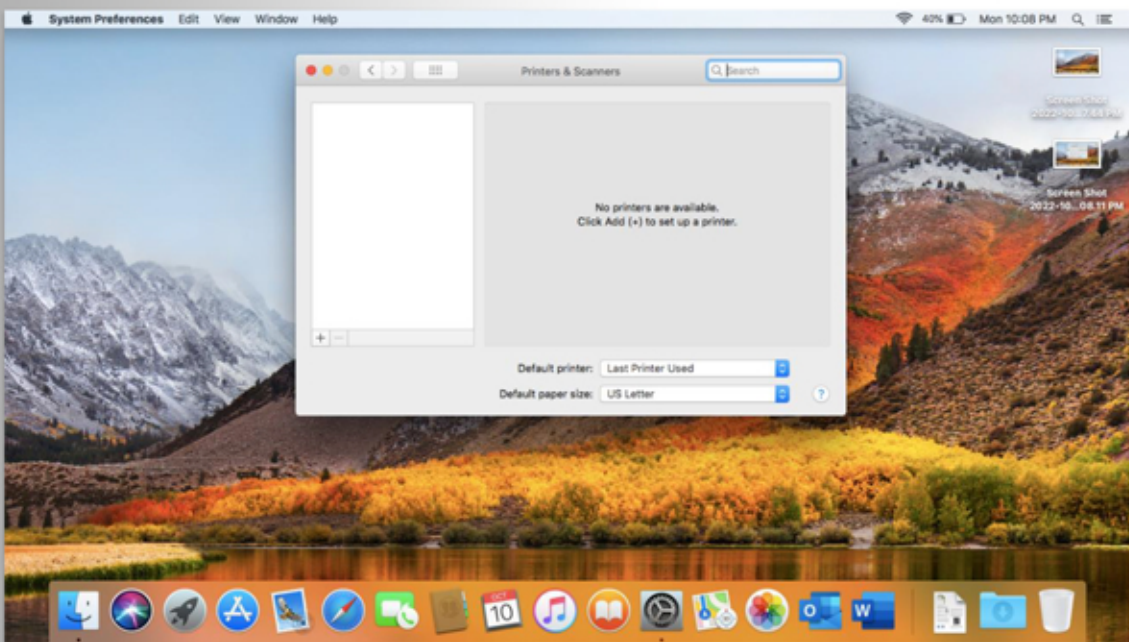WIFI or LAN must be connected to the LUMS network with your credentials.

1. Click on the apple logo
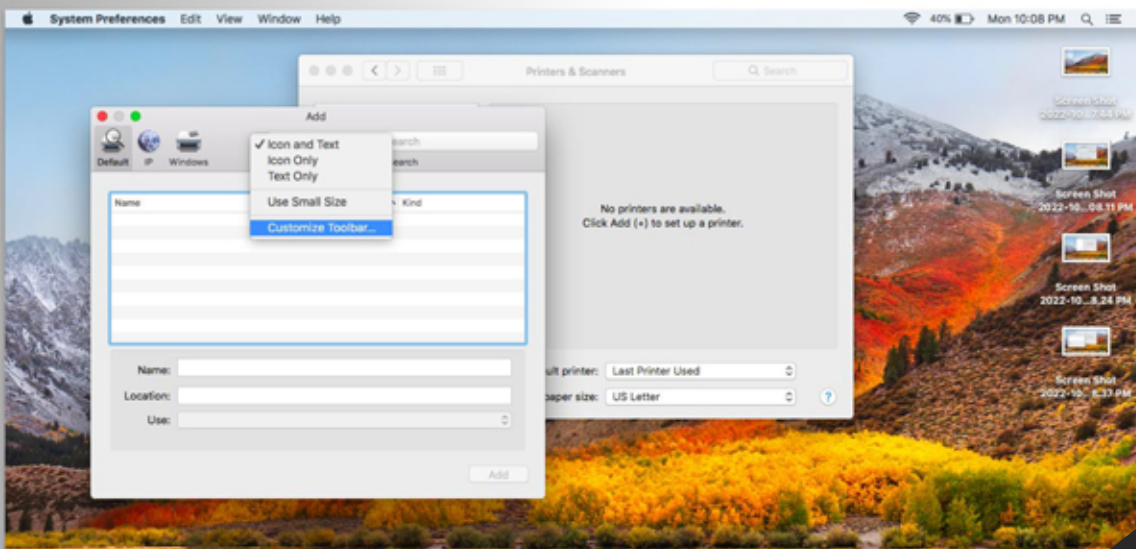2. Go to System Preferences...
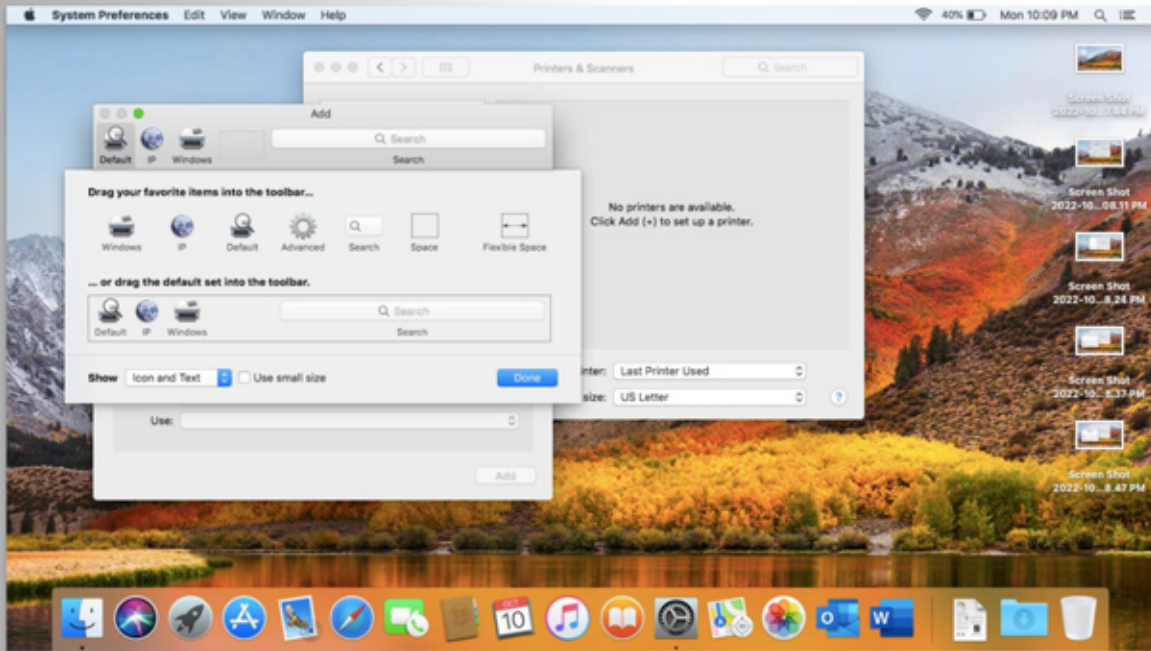
3. Click on Printers & Scanners.

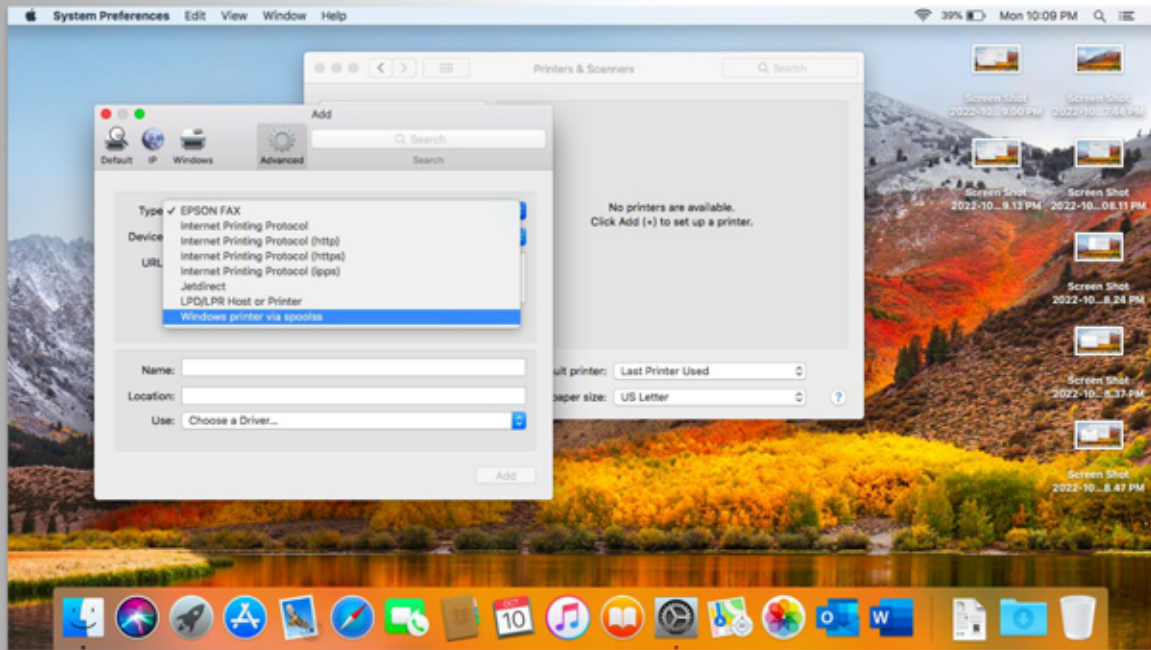## 4. Click on the **+** symbol

## 5. Double TAP on the toolbar, then click on Customize toolbar...

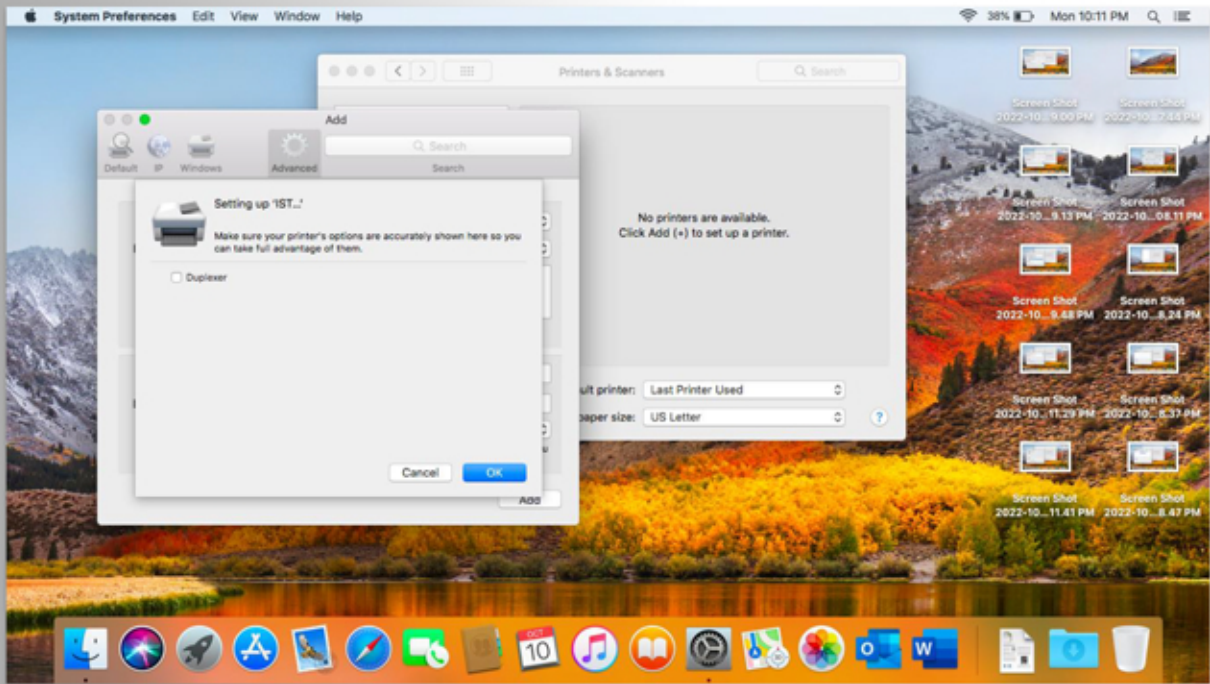6. Drag Advanced setting on toolbar then click Done.

7. Click on the Advanced then select type on **Windows printer via spools**

8. Write **prn01.lums.net/**"your department printer queue name" in the URL, then type your department name or printer queue name in the Name bar, then select Generic PCL Printer in the Use bar. Click **Add.**
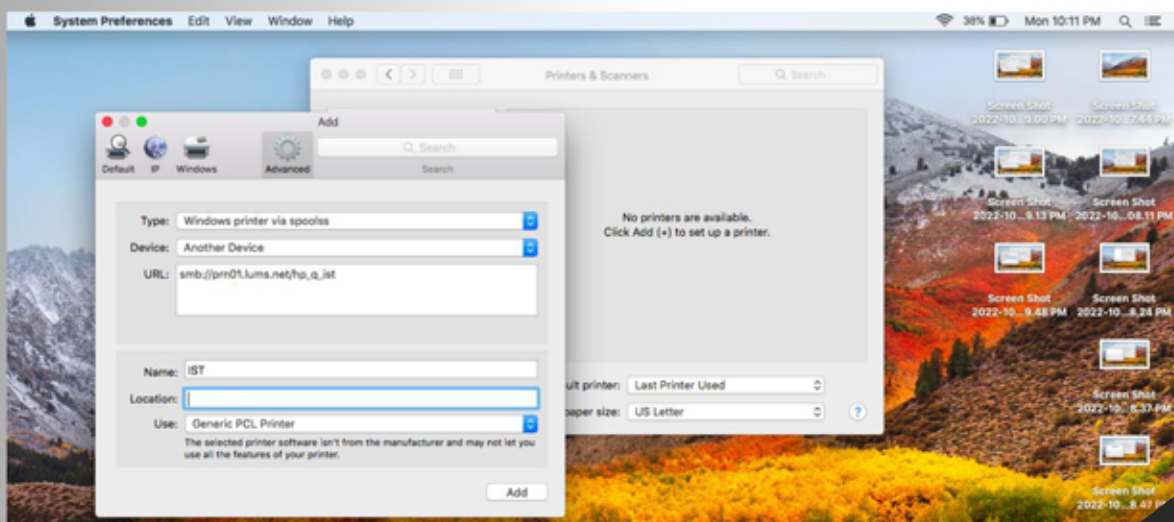
9. Select the Duplexer option and click OK.

10. Printer added successfully. Double click on your printer's name.
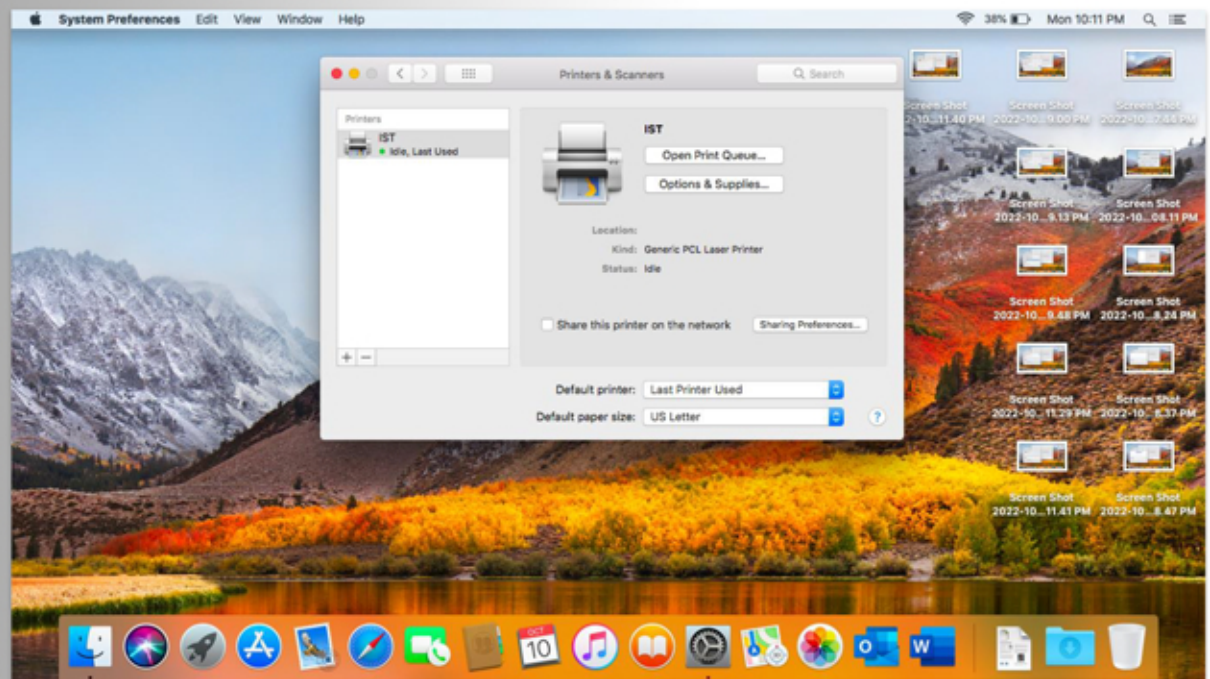
11. Click on Printer and Make **Default**.