

# HOW TO ADD DEPARTMENTAL PRINTER TO YOUR PC

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ist.lums.edu.pk

## FOR WINDOWS

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

- 1. Open the Run command by Clicking **H** +R from your keyboard.
- 2. This Run command prompt, then type <u>\\prn01</u> and press OK.



3. After Pressing OK. This printer queue windows appear, then simply double-click on your department printer queue name.

🔜 > Network > pm01		✓ ð	
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hp_q_acc2	hp_q_admissions_enquiry	hp_q_Advancement_Office	
hp_q_alumni	hp_q_application_area	hp_q_aspra	
hp_q_bio	Hp_q_bio_color	hp_q_bio-BIRL-color	
hp_q_bio-CGSBL	hp_q_bio-RA-TA	S hp_q_CCA	

4. After adding this window appear printer added successfully.

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Printer Document View							
Document Name	Status	Owner	Pages	Size	Su	bmitted	~
<							)
5. Make vour printer s	set as defau	ult by click	ing on th	ne printe	r.		

### 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 **H** +R from your keyboard.
- 2. This Run command prompt, then type <u>\prn01.lums.net</u> and press OK.

🖅 Run	×
٨	Type the name of a program, folder, document, or Internet resource, and Windows will open it for you.
<u>O</u> pen:	∖\prn01.lums.net ✓
	OK Cancel <u>B</u> rowse

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

your credentials with lums \ then press OK.

Windows Security	×
Enter network credentia	als
Enter your credentials to connect	to: prn01.lums.net
lums\username	×
Password	
Remember my credentials	
The user name or password is inc	correct.
ОК	Cancel

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...



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3. Click on Printers & Scanners.

System Preferences Edit View Window	Help								\$ 40	N D Mon 1	0:08 PM Q	100
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#### 4. Click on the + symbol



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

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#### 6. Drag Advanced setting on toolbar then click Done.

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

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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**.

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10. Printer added successfully. Double click on your printer's name.



### 11. Click on Printer and Make **Default**.



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