Printer - Add a network printer to Windows by print queue

Action

To connect to a networked printer using its print queue on a Windows computer, follow the steps below.

Instructions

1. Confirm with the manager of your print queue that you are a member of the group that has permission to use the printer.
2. Click on the Windows menu icon.
3. Locate the "Windows System" folder and left click on it, then click on "Control Panel".
4. Click on "Devices and Printers".
5. Click on "Add a printer".

These instructions describe connecting to printers via a print server. If the printer is not hosted through a print server, these instructions do not apply. See Printer - Add a network printer to Windows by IP or hostname instead.
6. Click on "The printer that I want wasn’t listed"

Add a device

Choose a device or printer to add to the list

Searching for devices

The printer that I want isn’t listed

7. Click the radio button next to "Select a shared printer by name" and enter \print-prt-p101\PRINTER_NAME (replacing PRINTER_NAME with the name of the printer queue)

Select a shared printer by name

\print-prt-p101\PRINTER_NAME

Browse...

Example: \computername\printername or http://computername/printers/printername/printer

8. Click the "Next" button to begin the installation of the printer.

Next

You can select which printer you want for your default/automatic printer in the Settings app.

Need more help? Contact the ITS Service Desk.