Adding the Downstairs Printer in Windows

You can easily set up wireless printing from your Windows laptop to many public printers on campus, such as the library, Student Union Building and Teaching and Learning center printers. To connect your laptop to the wireless printers, take the following steps:

1. Go to the Start menu and in the search bar type Run and select the ‘Run’ program from the list.
2. When the Run box appears enter the following: `\print1.its.uidaho.edu`. Select the OK button to continue.

3. Enter your **NetID with ad\ before it** (e.g. ad\jvandal) and **Password** to access the printer list.
4. A list of available printers will open, find the printer you want to add. The printer names listed all start with a departmental prefix. Student Computing Lab printers start with the ‘SCL’ prefix but you can find a complete list of prefixes here. Double click on the printer to add it to your local computer.

5. A warning message will appear about adding the printer you will need to select the Install driver button.

When you are finished the printer will be listed as a available printer to print to. You can run a test print to the computer by printing a document to the printer. If you are not able to print to the printer or have problems adding the printer please contact us.