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## Mapping to Networked Printers

Connecting your Windows 10 computer to a networked printer

## Introduction

Once you have been given access to a print queue (by the Help Desk), you may connect the printer to your personal or a University-owned Windows 10 computer using the steps outlined in this document. This process requires you to be connected to the Clark network, so please make sure you are connected by Wi-Fi, the wired network or by VPN.

## Connection Steps for Clark owned device:

- 1. From the 'Start' menu, type in <u>\\cuprinters.ad.clarku.edu</u>, <u>\\xerox.ad.clarku.edu</u> or <u>\\printers.ad.clarku.edu</u> depending on the domain name you must be given alongside the name of the print queue. Press Enter.
- When attempting to connect you need to enter your credentials. First select "More choices" then select "Use a Different Account". Now you can enter your University credentials (<u>username@clarku.edu</u> and password) and select "OK" to finish.

Windows Security ×	
Enter network credentials	
Enter your credentials to connect to: xerox.ad.clarku.edu	
your-username@clarku.edu	
•••••	®
Remember my credentials	
The user name or password is incorrect.	
More choices	
2	
B Use a different account	
ОК	Cancel

3. A list of printers will open, locate the name of your print queue (e.g. ASEC\_COLOR\_MFP\_001). Double click on it to install.