Printing
How to install a printer for Faculty or Staff

In order to install a printer for your respective department you will need to access our file share for the department printers which can be found by connecting to printservn or printservs.

For a general rule of thumb, printservn and printservs are divided by University Blvd. So Olin Engineering Complex would have their printers found on printservs while Crawford would be on printservn.

Here are steps for connecting to the shares:

1. Click Start
2. In the search box enter \printservn or \printservs , press Enter
3. From the list of printers that appears , select <printer name>
4. Right click the printer click Connect.
5. It should be added to the computer and appear in the Devices and Printers list.

If you are using a Mac computer, please follow these steps:

1. Choose System Preferences from the Apple menu.
2. Choose Print & Fax from the View menu.
3. Click the + button to add a printer.
4. Press the Control key while clicking the "Default" icon (or any other icon on the toolbar), then choose Customize Toolbar from the contextual menu that appears.
5. Drag the Advanced (gear) icon to the toolbar (or right click the icon and hit add to toolbar).
6. Click Done.
7. Click the Advanced icon that was added to the toolbar.
8. Choose Windows from the Type pop-up menu.
9. In the URL field, type the printer’s address in the following format:
   smb://server/sharename
10. In the Name field, type the name you would like to use for this printer in Mac OS X.
11. From the "Use" drop-down list select "Select Software" and search for your printers model no. This should be easy to find by looking on the printer itself.
12. Click Add.

Refer to picture below:
NOTE: These steps are for Mac OS X v10.5 or later, if you have an older version please refer to this document here.

contact Tech Support via email or by visiting their help page found here.

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