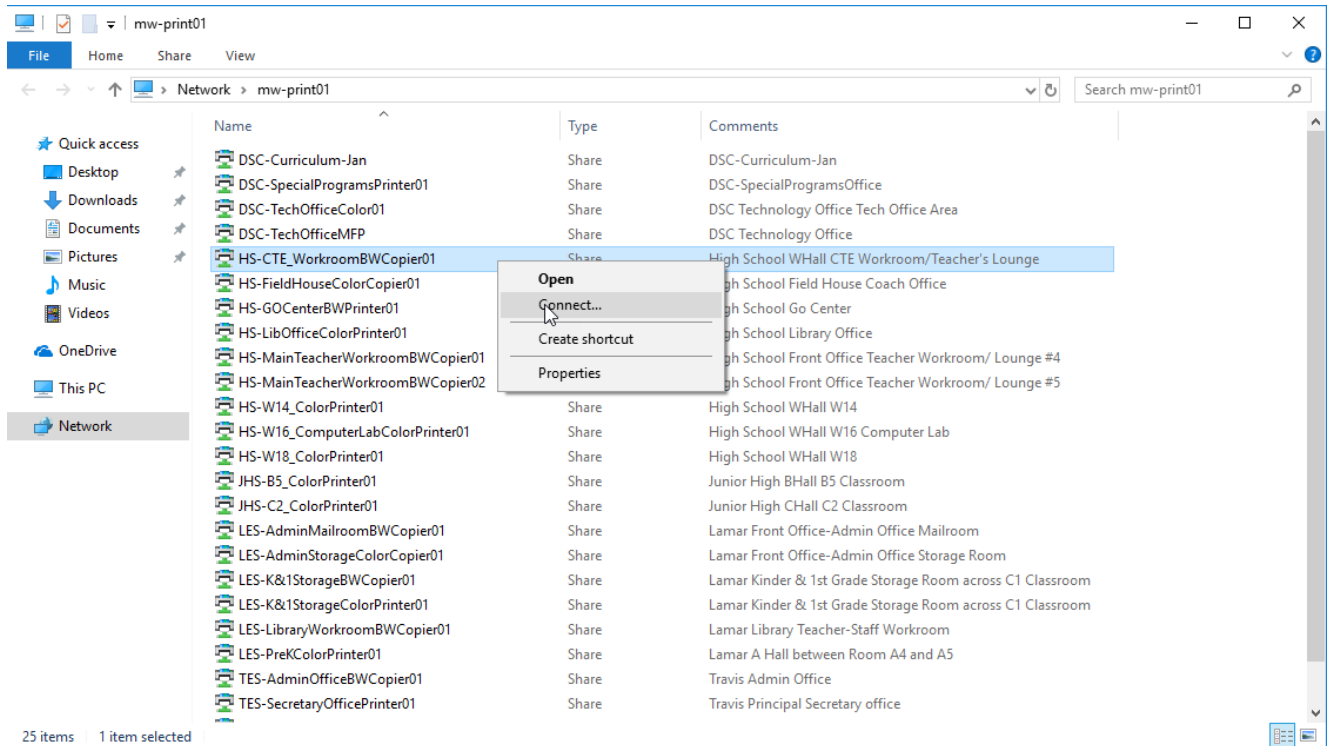


How to Add/Connect to a campus Printer/Copier from print server: mw-print01

- 1) Go to <\\mw-print01> (See image below), please make sure to change your file view settings from List View to Detailed View, it will help you find the correct Printer/Copier you are looking for based on the name and description/details of the location under Comments



Note:

DSC- District Services Complex

HS – High School

HSA – High School Academy

JHS – Junior High School

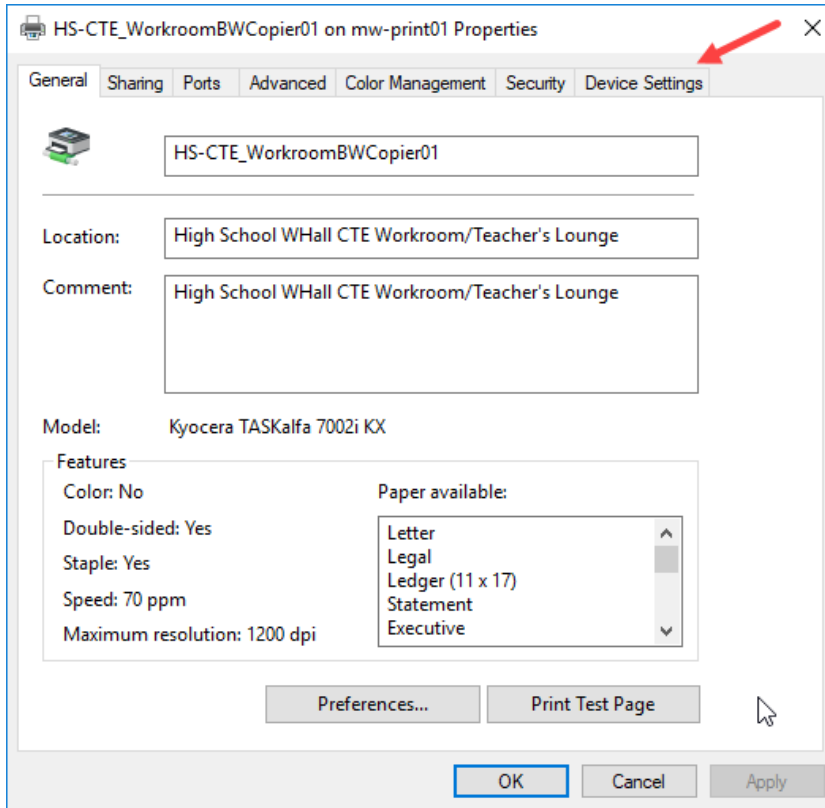
TES – Travis Elementary School

HES - Houston Elementary School

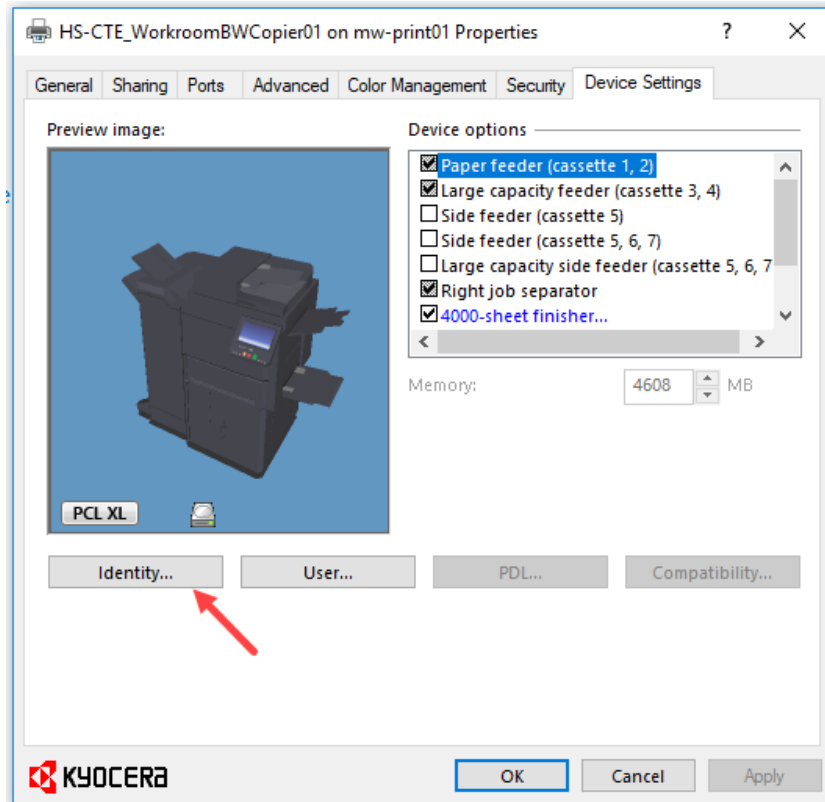
LES – Lamar Elementary School

- 2) Right Click on the Printer/Copier you wish to add and click on **Connect...** (See image above). You will notice the drivers are being automatically installed on your PC.
- 3) Go to **Printers & Scanners (Windows 10)** or **Devices & Printers (Windows 7)** to find your recently added Printer/Copier
- 4) **Note:** If your Department or Campus admins require you to use **Job Accounting code** on the Copiers please proceed to Step 5, else print a Test page to validate you are able to print.
(Job Accounting codes are created by your Campus/Department Admins **Not by Technology Department)**
- 5) On **Windows 7:** Right click on the added copier and then go to **Printer Properties** (See image below)
On **Windows 10:** Click on the added copier and then Click on **Manage** and then go to **Printer Properties** (See

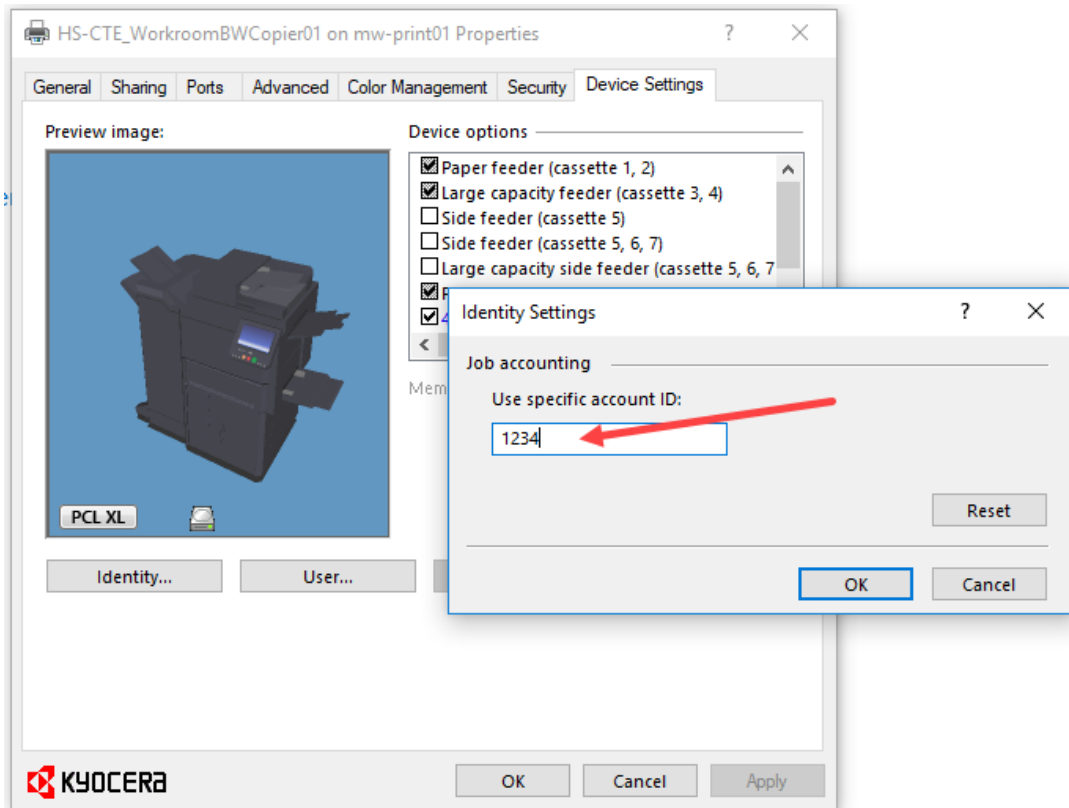
image below)



6) Click on the Device Settings Tab (See image above) then Click on **Identity** button (see image below)



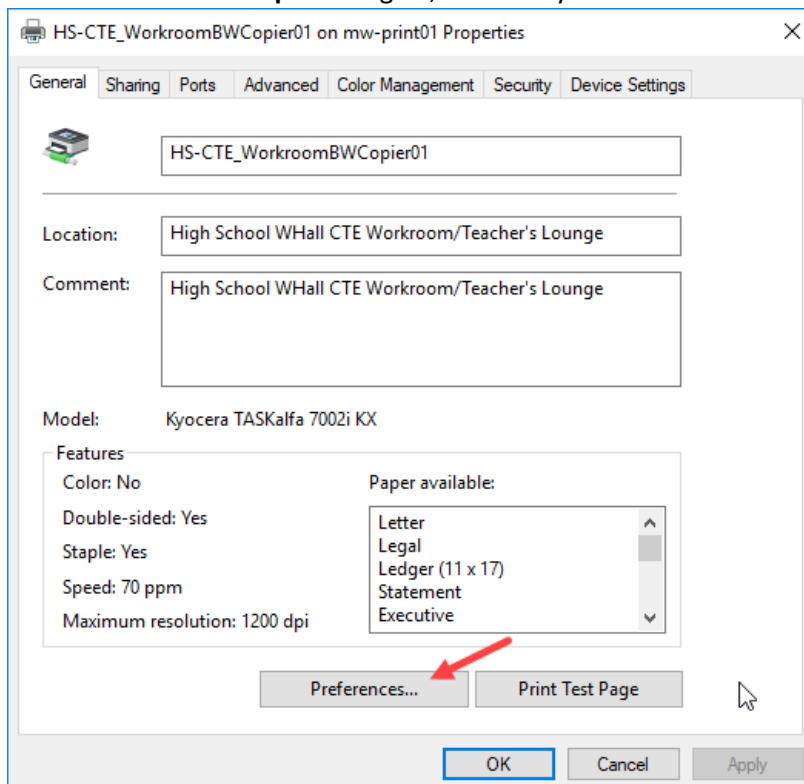
7) Enter your 4 Digit Job Accounting code under Use specific account ID: (See image below).



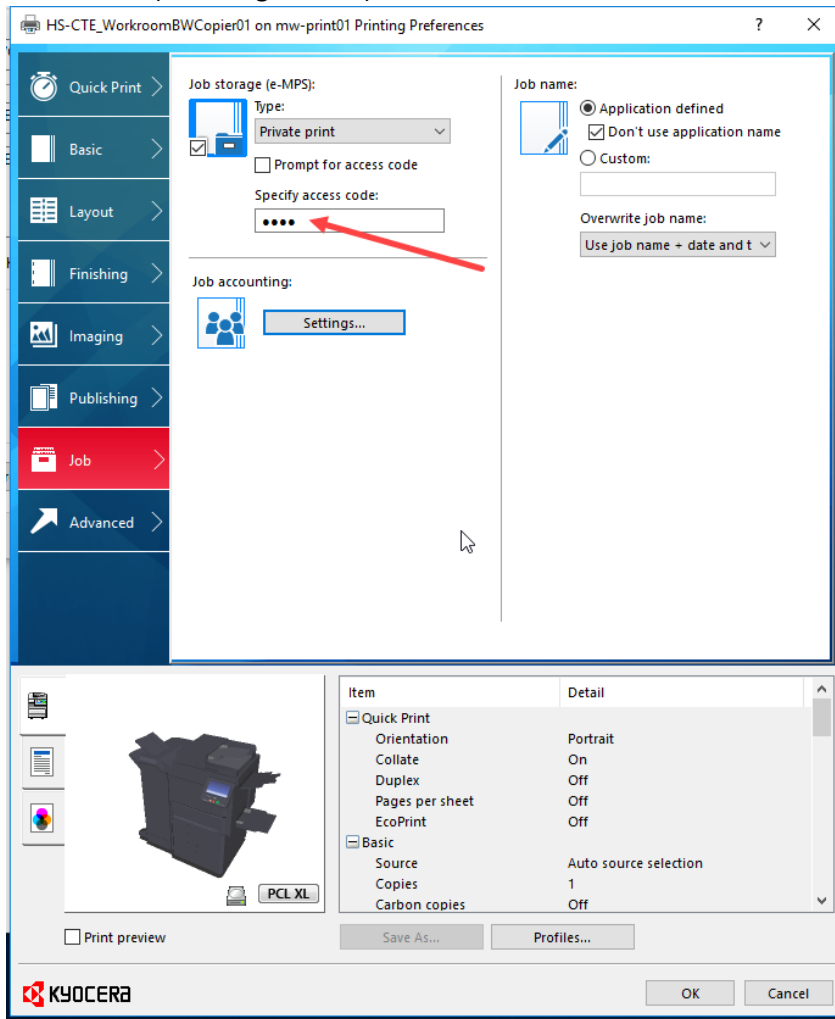
Then Click Ok

8) Then Click Ok again to exit.

9) Go back to **Printer Properties** again, this time you will Click on the **Preferences...** button (See image below)

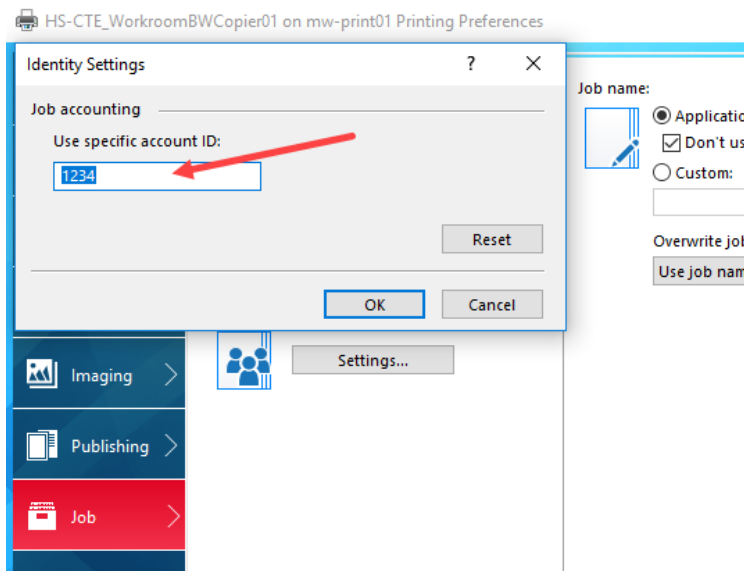


10) Click on Job (See image below)

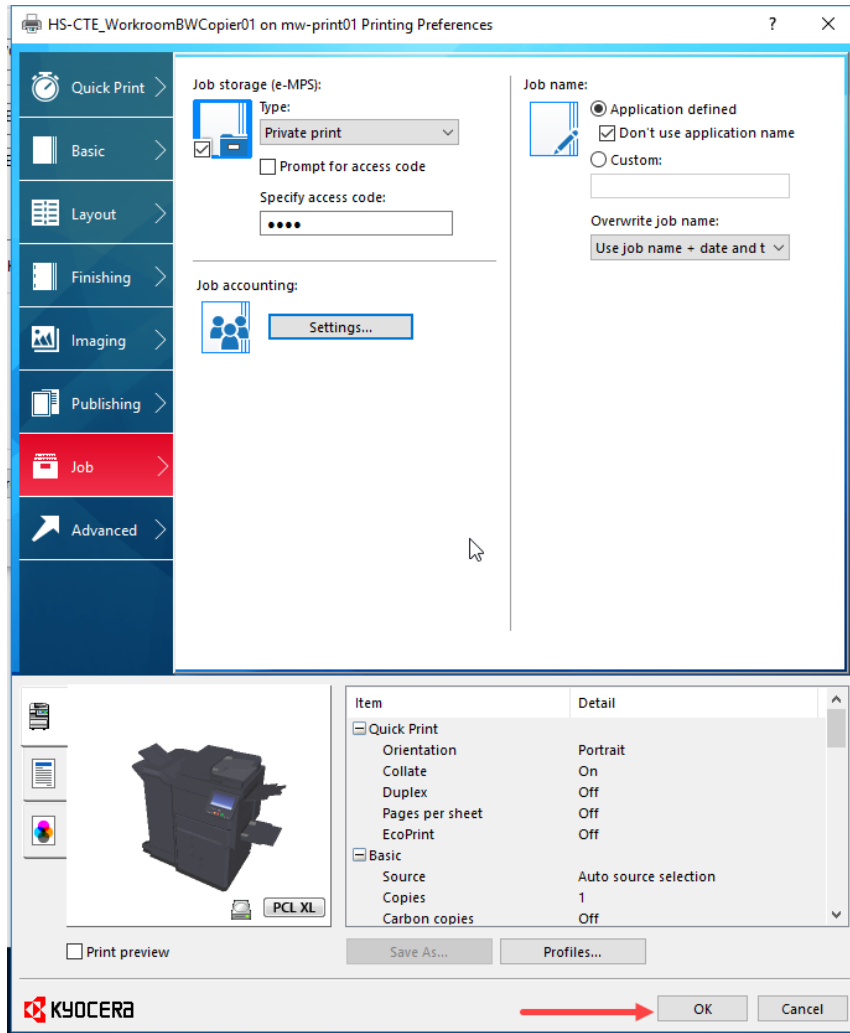


11) Enter your Job Accounting code again under **Specify access code:** (See image above)

12) Click the **Settings....** Button under **Job accounting:** (See image above) to validate that it retained your Job Accounting code from previous **Step 7** (See image below)



13) If the code matches with what you had entered, then Click Cancel, if not then enter your code again and Click OK. Then Click OK again to save settings and exit from Printing Preferences (See image below)



14) Click OK again to exit out of Printer Properties.

15) Print a test page to the copier to validate that you can retrieve the print job on the copier by entering your Job Accounting code on the copier and able to print from there.

If you have any issues with printing even after performing the above steps, please contact Technology Department.