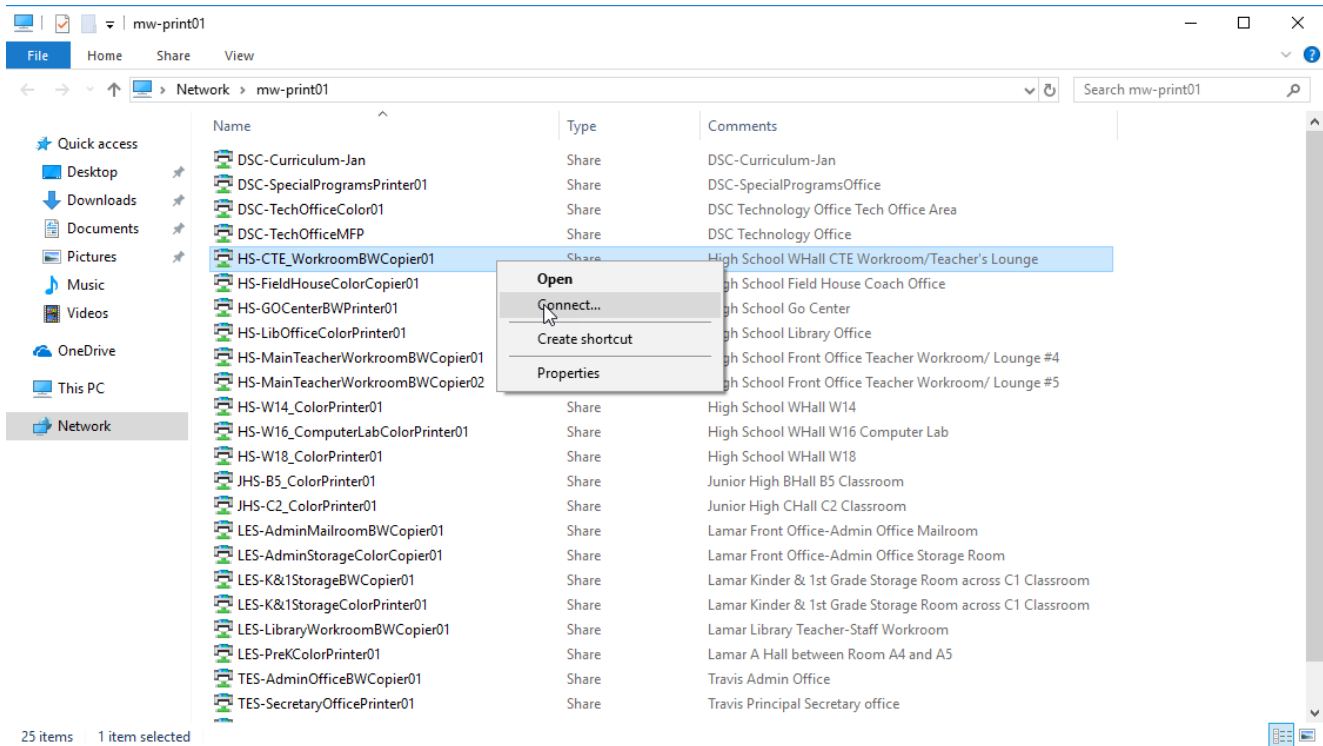


How to Add/Connect to a campus Printer/Copier from print server: mw-print01

- 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

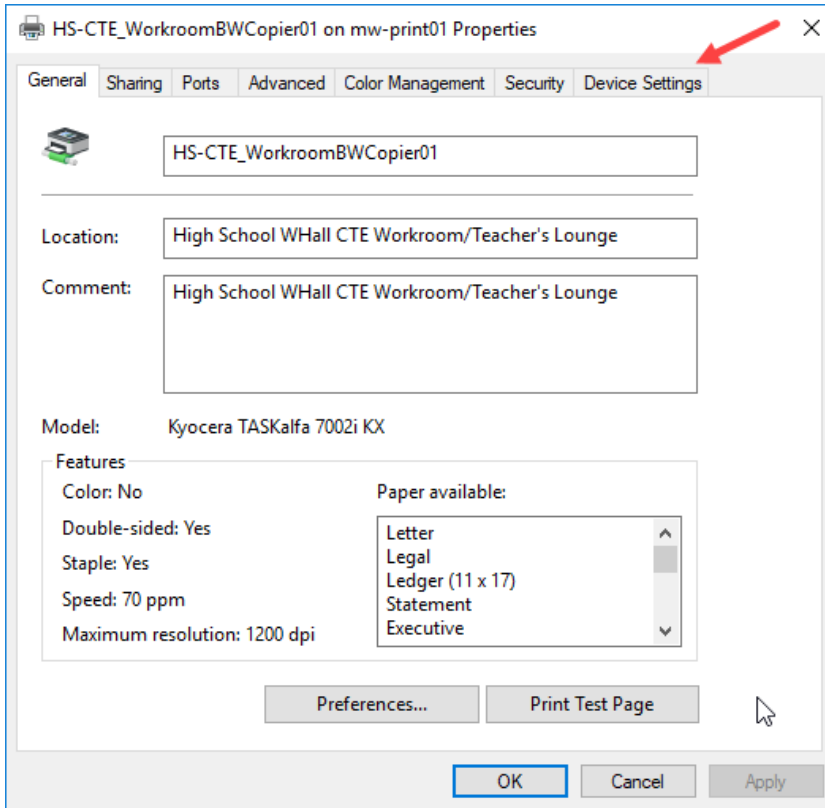
TES – Travis Elementary School

HES - Houston Elementary School

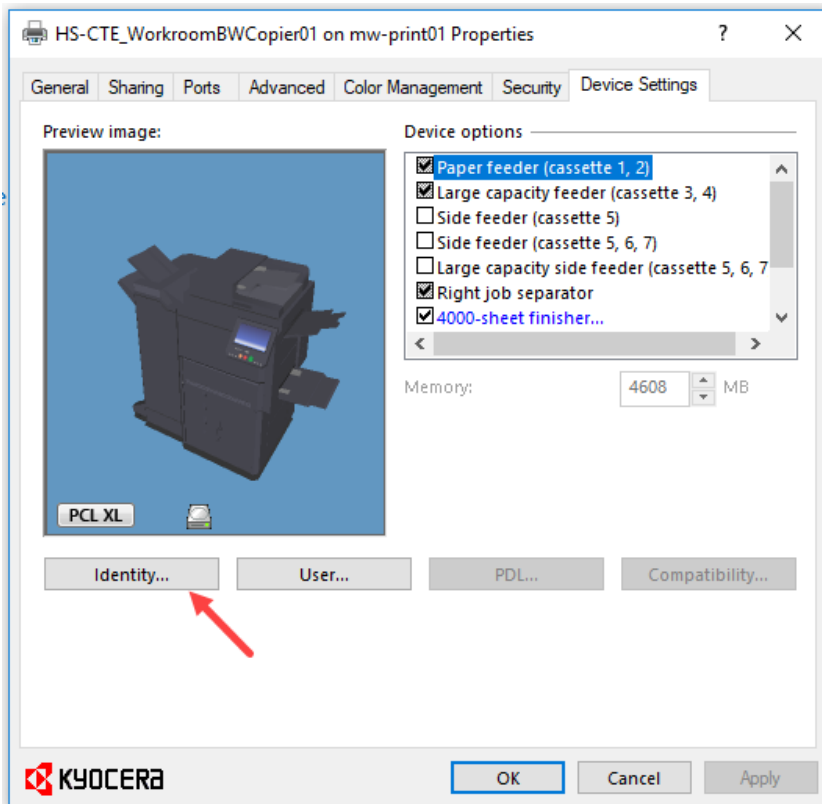
LES – Lamar Elementary School

- 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

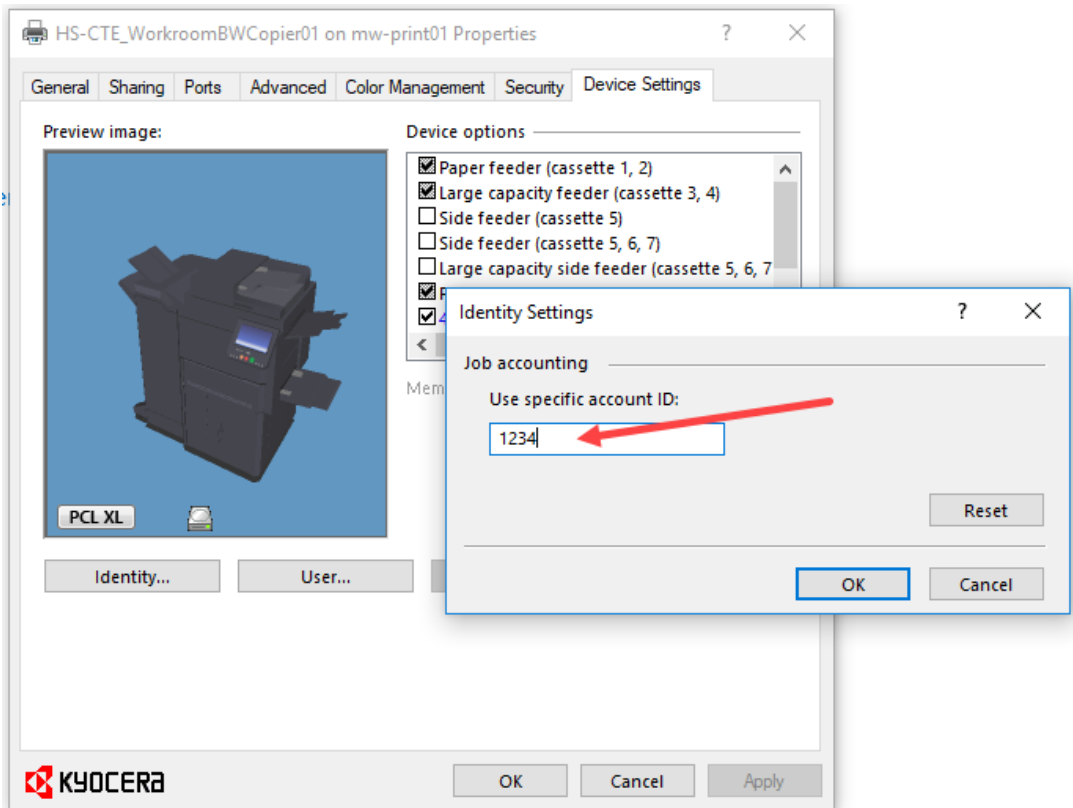
below)



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



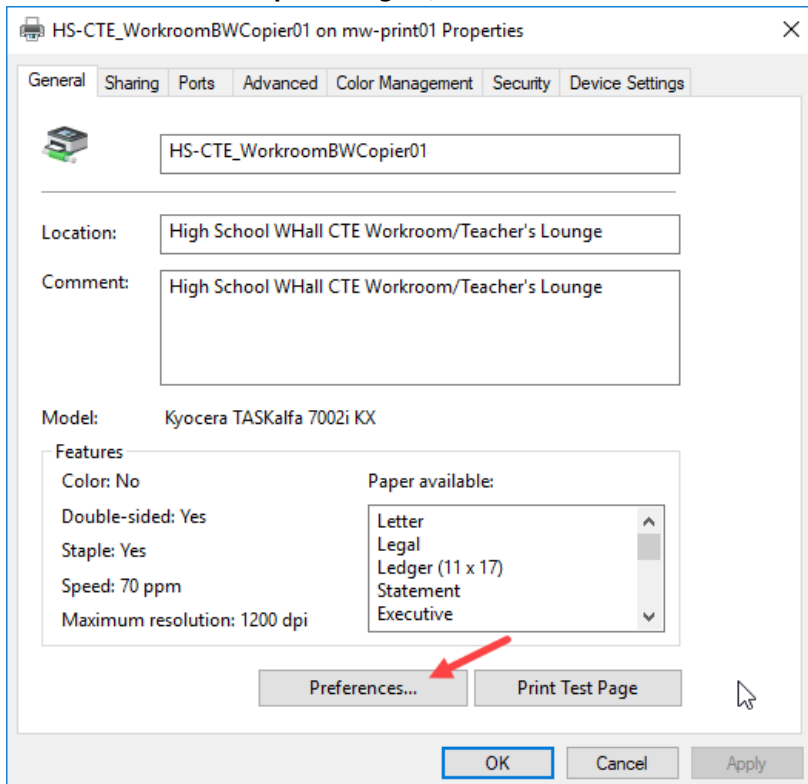
7) Enter **your 4 Digit Job Accounting code** under **Use specific account ID:** (See image below).



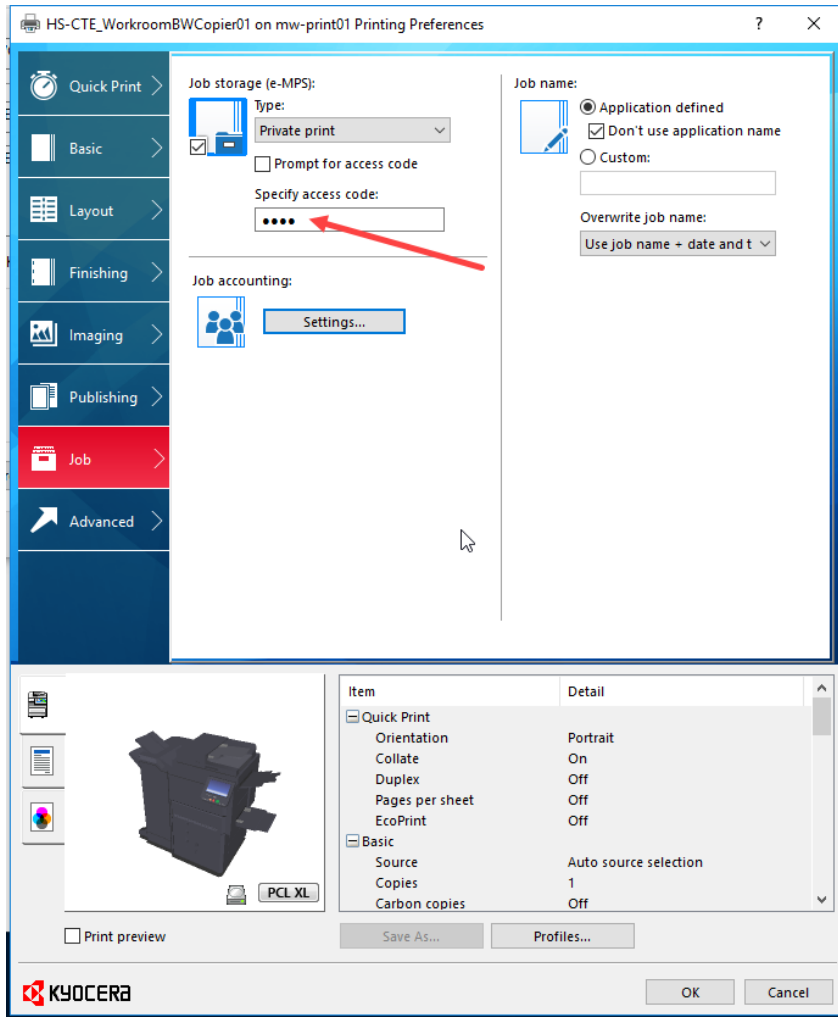
Then Click **Ok** (**Note: Code 1234 is just an example, USE your 4 Digit Job Accounting code**)

8) Then Click **Ok** again to exit.

9) Go back to **Printer Properties** again, Under **General** Tab Click on the **Preferences...** button (See image below)

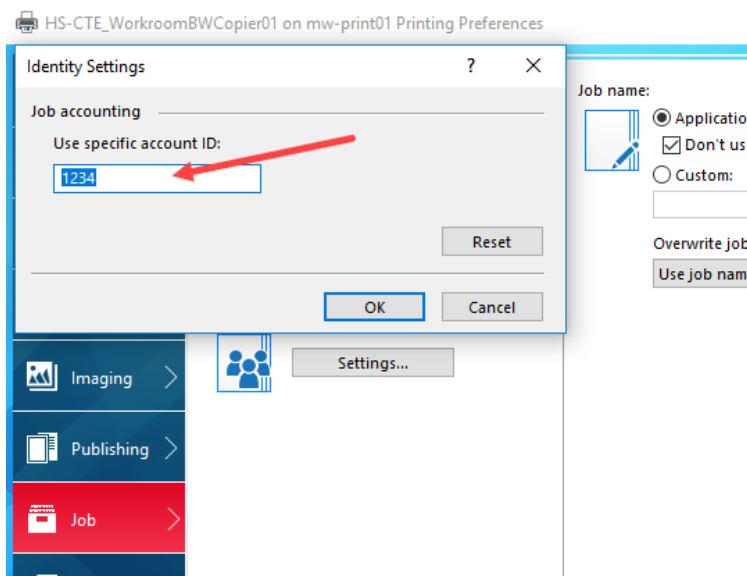


- 10) Click on **Job** Tab on the Left pane (See image below). Under **Job storage (e-MPS):** > **Type:** Select **Private Print** and **Uncheck Prompt for access code** (Unless you want to be prompted to enter Job Access code each time to print)



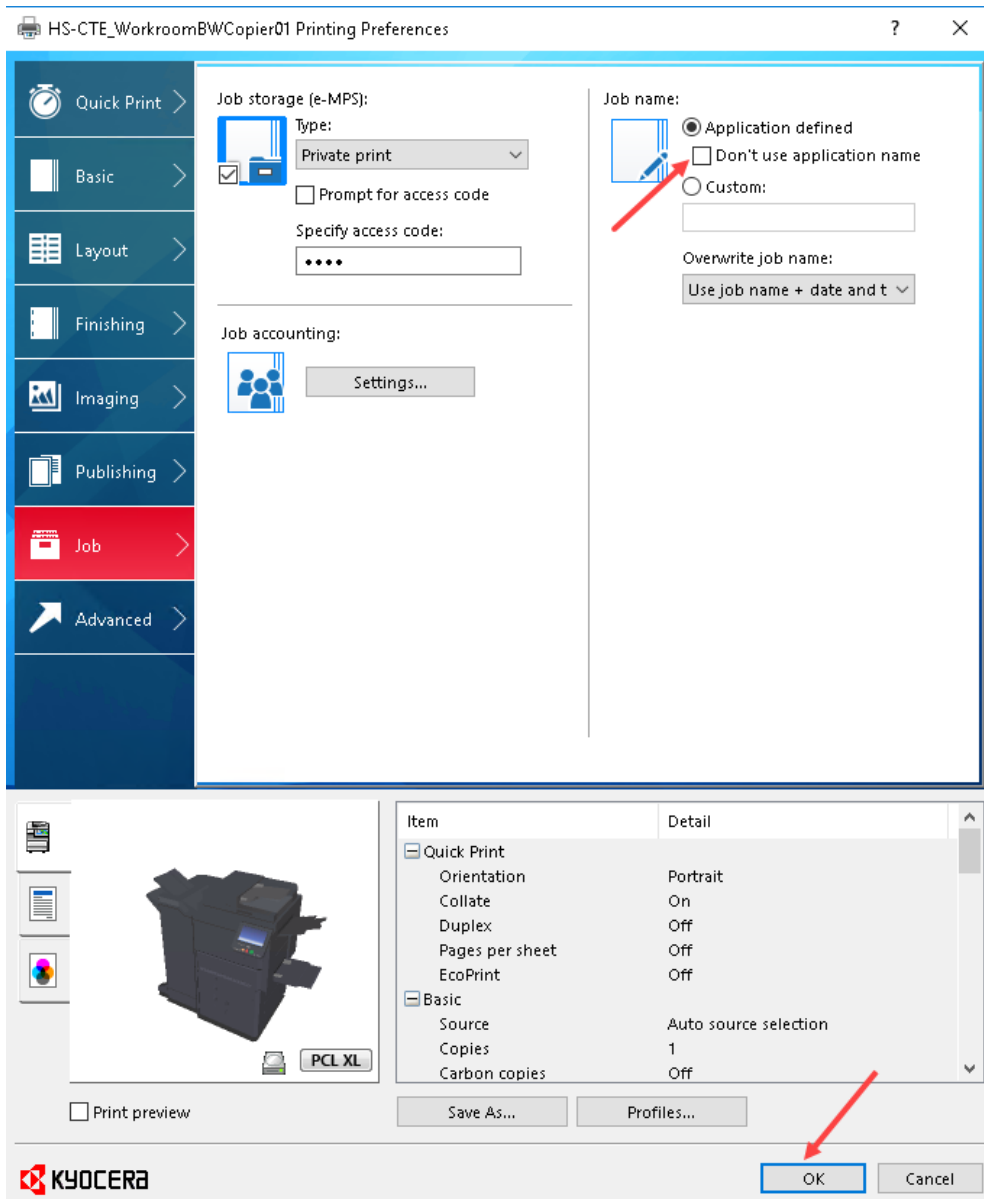
- 11) Enter **your 4 Digit Job Accounting code** again under **Specify access code:** (See image above)

- 12) Click the **Settings....** Button under **Job accounting:** (See image above) to validate that it retained **your Job Accounting code** that you had added 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**.

14) Under **Job name: Application defined** Uncheck **Don't use application name**. Then Click **OK** again to save settings and exit from Printing Preferences (See image below)



15) Click **OK** again to exit out of Printer Properties.

16) 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.

NOTE: If you need to Cancel/Delete a print job, DO NOT Cancel/Delete the print job from your Computer. Cancel/Delete the print job directly at the Copier, as all the Jobs are stored directly in the Physical Copier NOT on your Computer.

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