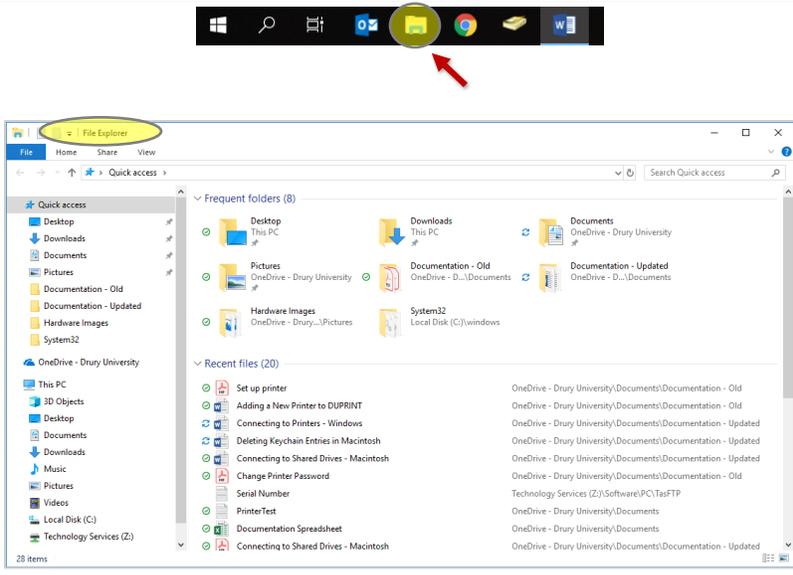
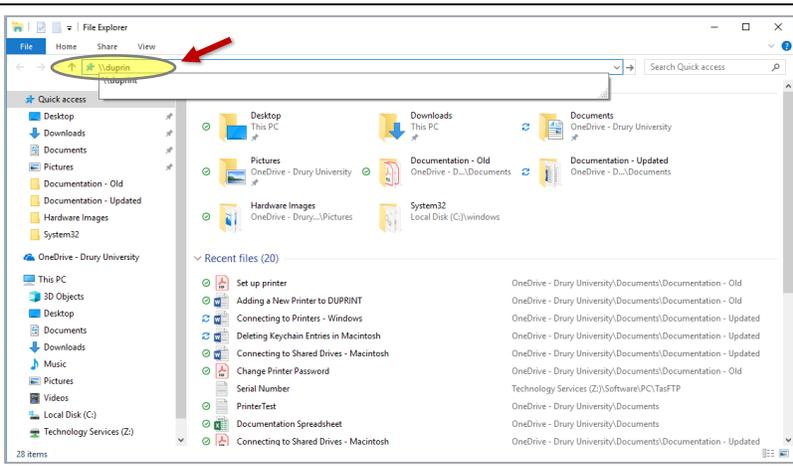


## Connecting to Printers in Windows

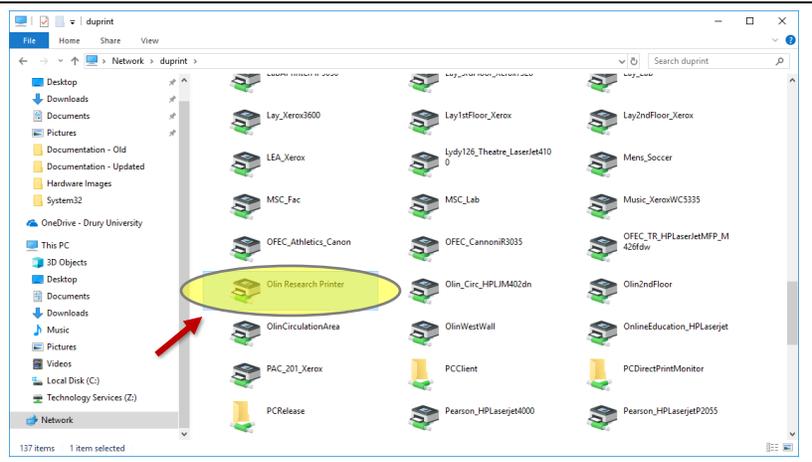
Connecting to network printers on a Windows computer is straightforward, as long as you know the name of the printer on the network. It's usually easy to figure out, but if you need to, walk to another person's computer and have them show you what they have, or go to the printer itself and write down its name. In most cases, Drury's printers follow a naming convention similar to: BUILDING\_DEPARTMENT\_ROOM#\_PRINTER.

### 1. Connect to the Printer

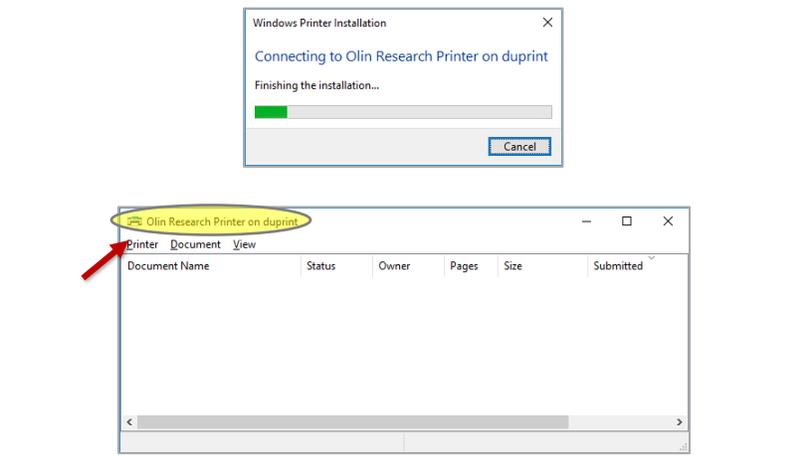
To connect to a printer, you will need to find it on the Drury print server, known as "duprint," and then double click on it to install it to your computer.

<ol style="list-style-type: none"><li>1. Open File Explorer.<ol style="list-style-type: none"><li>a. Click the <b>File Explorer</b> button on your taskbar.</li><li>b. The File Explorer window will display.</li></ol></li></ol>	
<ol style="list-style-type: none"><li>2. In the address bar, click in the white empty area to the right of "Quick Access" to select the current location.</li><li>3. Type in the following (including backslashes): <a href="#">\\duprint</a> and press Enter on your keyboard.</li></ol>	

- The list of printers across the Drury campus will be listed in alphabetical order.
- Scroll to the printer you want to connect to, and double click on it.



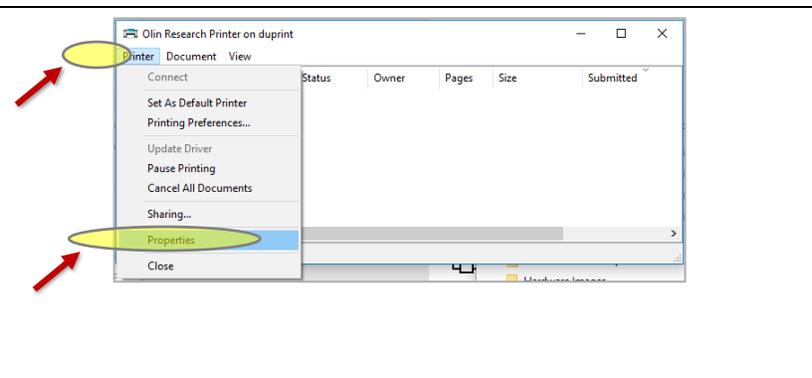
- The printer software (also known as a driver) will be installed on your computer.
- When connected, a window will pop up displaying the name of the printer in the Title Bar. This window is also known as the printer queue.

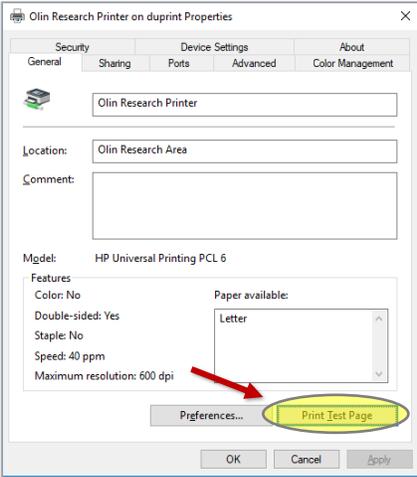
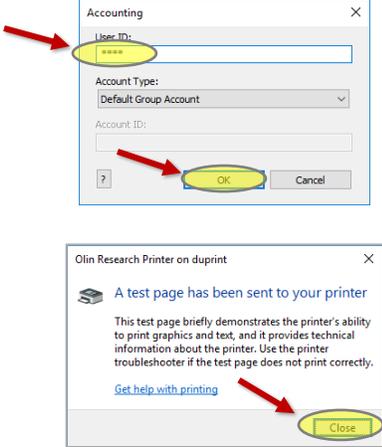


## 2. Verify the Connection with a Test Page

Now that the printer is installed, print a test page to ensure the connection between your computer and the printer works correctly:

- From the printer queue dialog box, click the **Printer** drop down menu in the Menu Bar.
- Click the **Properties** command. This will open up the Print Properties dialog box for that printer.



<p>3. On the <b>General</b> tab in printer properties, click the <b>Print Test Page</b> button.</p> <p><i>The location of this button sometimes moves on the screen between the middle of the window to the right hand side.</i></p>	
<p>4. If you connected to a Xerox printer, it will prompt you for the User ID. This is a 4-digit code supplied to you by your supervisor or department manager.</p> <p>Enter the 4-digit code and press <b>OK</b>.</p> <p>5. The computer will display a notification once the test page has been sent.</p> <p>6. Click <b>Close</b> to close the window.</p>	
<p>7. To ensure that the connection works as expected, walk over to the computer and verify that the test page has printed.</p>	

Congratulations! You are now connected to that printer! You can use these same steps to connect to any network printer on Drury's campus. If you have further issues trying to print to a Drury printer, don't hesitate to contact the Help Desk at 417-873-7300 to enter a ticket and have a user support representative assist you.