Requirements: Windows 10 operating system for the personal computer and the installation of Cisco AnyConnect VPN client. Contact your local IT support team for connecting to printers not supported by Cooperative Services Desktop Support (CSDS).

This document contains instructions to connect your personal computer to a CSDS-supported network printer. You must be connected to the Cisco AnyConnect VPN before you begin. The VPN client is available for installation through ITaP: webvpn.purdue.edu.

Identifying the Printer

The network printer will have an identification sticker on it – similar to the one below. You will need to note the printer name and the share name. In this example the printer name is CSDS_SCCA_5_HP_M4345MFP_PCL and the share name is \\wpvapppccscs02\1074-PRNT1005.



Installation

1. To begin, click on the start menu and type Control, and click on Control Panel to open the console.



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2. A new window will open and in the top right as shown in the below image you'll find **View by**. If either Large or Small icons is already selected move to Step 4.



3. Select the arrow next to 'Category' and click **Small icons**.



4. Click Devices and Printers.

Administrative Tools	AutoPlay	🐌 Backup and Restore (Windows 7)	🏘 BitLocker Drive Encryption
💶 Color Management	ঝ Configuration Manager	🧧 Credential Manager	👚 Date and Time
Contract Programs	Dell Touchpad	📇 Device Manager	Provices and Printers
log Ease of Access Center	File Explorer Options	le History	🖌 Flash Player (32-bit)
A Fonts	🔒 Indexing Options	🐼 Intel(R) Rapid Storage Technology	闥 Intel® Graphics Settings
🔁 Internet Options	🍰 Java	✓ KeyAccess	🔤 Keyboard
Mail (32-bit)	Mouse	鞋 Network and Sharing Center	🛃 NVIDIA Control Panel
🧱 Phone and Modem	Power Options	Programs and Features	🐼 Recovery
🔗 Region	🐻 RemoteApp and Desktop Connections	SAP GUI Configuration (32-bit)	陀 Security and Maintenance
Sound	Speech Recognition	Storage Spaces	🔇 Sync Center
🖳 System	Taskbar and Navigation	📧 Troubleshooting	🍇 User Accounts
💣 Windows Defender Firewall	Windows Mobility Center	🏪 Windows To Go	📳 Work Folders

5. Near the top left corner click **Add a printer**.



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6. A new window will open and click **The printer that I want isn't listed**.

Add a device			
Choose a device or printer to add to this PC			
Searching for devices			
			7
			_
The printer that I want isn't listed			
	Next	Ca	ncel

7. Click the radio button next to **Select a shared printer by name**.

		×
←	👼 Add Printer	
	Find a printer by other options	
	○ My printer is a little older. Help me find it.	
	Select a shared printer by name	
		Browse
	Example: \\computername\printername or http://computername/printers/printername/.printer	
	○ Add a printer using a TCP/IP address or hostname	
	\bigcirc Add a Bluetooth, wireless or network discoverable printer	
	○ Add a local printer or network printer with manual settings	
		Next Cancel

- 8. Using the printer information from the Identifying the Printer section above, add \\sharename.itap.purdue.edu\printername in the blank, where in our previous example "sharename.itap.purdue.edu" is "wpvapppccsds02.itap.purdue.edu" and "printer name" is "1074-PRNT1005". Adding itap.purdue.edu to the share name allows your computer to reach the printer on campus. After the printer path and name have been added similar to the below example, click Next.
 - Select a shared printer by name



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 A window for your Purdue credentials will appear. Ensure you use boilerad\username. Without boilerad\ your computer will not be able to connect. Add your credentials, select Remember my password and click OK.

Connect to wpvapp	opccsds02.itap.purdu ? ×					
	Gran -					
Connecting to wpvap	oppccsds02.itap.purdue.edu					
User name:	🔮 boilerad\username 🗸					
Password:	•••••					
Remember my password						
	OK Cancel					

10. The printer installation will begin and may take several minutes to complete. When the installation confirmation appears, click **Next**.

			X
÷	🖶 Add Printer		
	You've successfu wpvapppccsds02	ly added CSDS_SCCA_5_HP_M4345MFP_PCL on .itap.purdue.edu	
Printer name: CSDS_SCCA_5_HP_M4345MFP_PCL on wpvapppccsds02.itap.purdue.edu			
	This printer has been in	stalled with the HP Universal Printing PCL 6 (v6.0.0) driver.	
		Next Cance	ł

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11. You may opt to Print a test page and click **Finish**. The printer installation is complete. If you want to set this printer as the default go to Step 1 of **Setting Default Printer**.

		×	
\leftarrow	🖶 Add Printer		
	You've successfully added CSDS_SCCA_5_HP_M4345MFP_PCL on wpvapppccsds02.itap.purdue.edu		
	To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.		
	Print a test page		
	Finish Cancel		
		_	

Setting Default Printer

1. To set the newly installed printer as the default, select Set as default printer on the Devices and Printers screen from Step 4.

Extender ~ Printers (7) –							
	S						
Adobe PDF	Fax	Microsoft Print to PDF	Microsoft XPS Document Writer	OneNote (Desktop)	OneNote for Windows 10	CSDS_S P_M434 L wpvap	Open Open in new window
	SDS_SCCA_5_HP_M434	I5MFP_PCL on wp	State: LNet Model: Networ Category: Printer	work Connected Statu: k Printer Conn	s: 0 document(s) in	queue	See what's printing Set as default printer Printing preferences Printer properties
	教徒			÷			Create shortcut Remove device Troubleshoot
			-		NAME OF TAXABLE		Properties

2. If you receive the below prompt below click **OK** to confirm.

Note: If you have open programs you may need to close and reopen for the program to recognize the new default printer.

