

Print Queues installation

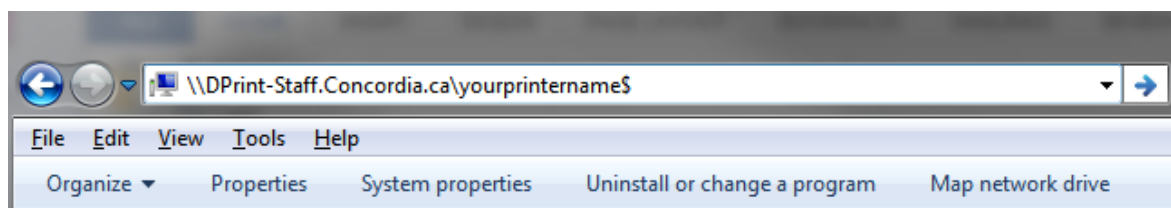
Print queue installation (Windows environment)

Locate the new Xerox Printer in your department and note its network name

Name refers to Printer model_Building and room number, this will be posted on a sticker on the device. (Ex: 5755_GM306)

1. Open a File Explorer window and in the address bar, type the path to your printer queue:

`\\DPrint-Staff.concordia.ca\yourprintername$`



Please Note: If you are prompted to authenticate, type your MyConcordia portal netname and password in the following format:

Netname: CONCORDIA\yournetname
Password: *Your MyConcordia Portal password*

This will download and install the print drivers locally on your desktop or laptop automatically.

2. In your "Printers", you should now have your new printer installed. And ready for printing.
3. With the new system, you will no longer be prompted for a user id and accounting code, it will be inferred automatically from the Netname you used to connect to the print server. If you are not linked to an accounting code (ie. department or grant code) and to a printer, you will not be able to print.
4. To have your Netname linked to a charge account for a given printer, contact your Financial Administrator.