Windows Guide to adding a campus printer

Overview

Adding Campus Printers to your laptop

1) In windows explorer, enter \caprint.public.concordacademy.org

Go Printer Shopping!
Printers
Windows Printer Installation -- Copying Files...
Repeat as neccessary.
Related

Overview

This is a guide to adding a network printer for windows computers.

Adding Campus Printers to your laptop

In order to add a printer to your laptop, you will need to search for the Network Location that reports CA printers, prove you are allowed to print, and then download the drivers. You will do this through Windows Explorer, which is sometimes reached by an icon labeled Computer or My Computer, or use the keyboard shortcut [Windows key + E].

1) In windows explorer, enter \caprint.public.concordacademy.org

Windows Explorer:
1) In the navigation window, paste the following text:
\caprint.public.concordacademy.org
Then hit the enter key.

You need to enter 1) a fully qualified domain name, i.e. `public.concordacademy.org\username` and 2) your password.

Go Printer Shopping!

Double-click on the printer you want.

Printers

Install Driver.

https://caconnect.concordacademy.org/All_School_Services/IT_Services/Windows_Guide_to_adding_a_campus_printer

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Wait patiently. Then print.

Repeat as necessary.

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