Installing a Printer from the Web

This interface allows you to install a networked printer through the web. The option is often used for computers that are not part of Loyola’s Windows 7 image (for example, Macintosh computers or non-Loyola imaged desktops or laptops). This approach may require appropriate UVID credentials.

1. Open a web browser and go to one of the following:
   - From LSC - http://psls01/printers/
   - From WTC - http://pswt01/printers/
   - For the Law School - http://lawwt01/printers/

2. If prompted, enter your UVID and network password. Your UVID will need to be entered as adms\UVID (e.g., adms\jdoe). Check Remember my credentials if you do not wish to be prompted each time you try to access the printer. Click OK to continue.

3. You will be presented with a list of all the printers on a particular campus. Browse the list and click on the name of the printer you wish to install.

4. After clicking on the appropriate printer, you be redirected to the printer details. Navigate to the Printer Actions section and click Connect.

5. When the Add Printer Connection pop-up window appears, click Yes. This will start the installation.

Once complete, you will see a message in your browser that ‘The printer has been installed on your machine.’ The printer will be ready to use. To set the printer as your default, go to the Devices and Printers option from the Windows start menu.