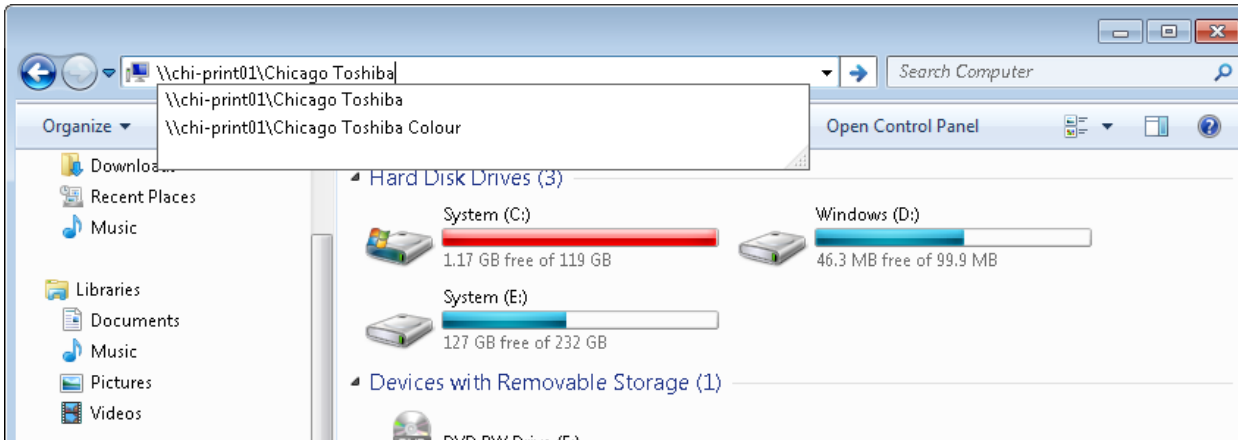


Adding MFP Printing Queue on a PC

In order to print using our new system to your campus' multifunction printers, follow the steps below from a computer connected to school's network.

1. Click on the **"Start"** button, then click on **"Computer"**
2. In the address field replace the string **"Computer"** with appropriate printer queue name (reference the list below), as shown on following screenshot, and press enter:



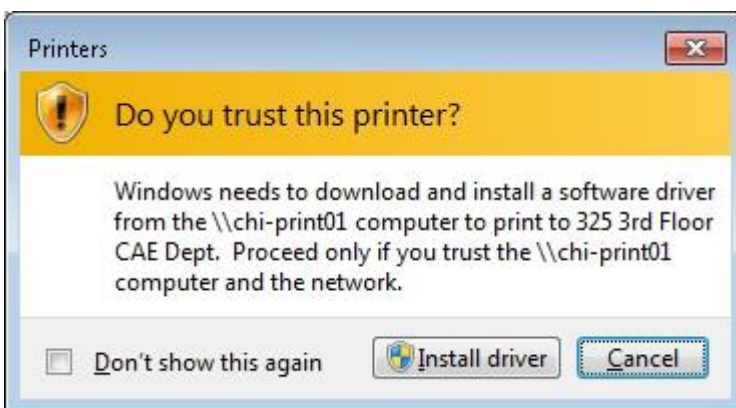
For Chicago campus use: <\\chi-print01\Chicago Toshiba>

For Irvine campus use: <\\irv-print01\IRV Toshiba>

For LA campus use: <\\la-print01\LA Toshiba>

For DC campus use: <\\wdc-print01\WDC Toshiba>

3. When prompted to connect to the printer and to install drivers, accept by clicking **"OK"** or **"Install drivers"** button:



4. You may now print to any MFP by selecting that queue when printing. Additionally, you can go to **Start Menu** then **Devices and Printers**, and right click on the printer queue that you just connected to using above instructions, then select **"Set as default printer"**. This will direct all print jobs to the MFP queue by default