Connecting to Wireless Printing - Windows

Step 3 of 3

Special notes before you continue:

You must already be connected to the wustl-encrypted-2.0 network and Courses Drive before beginning the following instructions. (Separate Instructions on Courses Drive)

Connecting to Courses:

Windows - Right-click on Desktop, create New Shortcut and enter “\sfsc.samfox.wustl.edu\courses”. Click on Next and enter WUSTL Key and Password when prompted. Now create name for shortcut and click on Finish.

1. Locate and open the “_IT Orientation” folder in Courses Drive, open “Sam Fox Printing - Windows” and double-click on “Step 1”.

2. Double-click on “Credential Manager - Shortcut”.

3. Click on “Restore Vault”.

4. Click on Browse, open the "IT Orientation" folder in Courses Drive, open "Sam Fox Printing - Windows" and double-click on "Step 1", then double-click on "Backup File", then click Next.

5. Press CTRL+ALT+DELETE to continue, when prompted for password, type 12345 and click "Finish".

6. Return to Courses Drive, open "IT Orientation", then "Sam Fox Printing - Windows" and double-click on "Step 2".
7. Double-click on “Papercut Software”.

8. Click on “Run”.

9. Click on “Next”.

10. After reading the License Agreement, choose “I accept the agreement”, and then click on “Next”.
11. Click on “Next”.

12. Under the drop down menu, select “Local Install (For all users)”, and then click on “Next”.

13. Click on “Install”.

14. You have successfully added the Papercut Software. Now select the check box and click on “Finish”.

15. When prompted, enter your WUSTL Key and Password and click on OK.

16. Return to Courses Drive, open the “IT Orientation” folder, then “Sam Fox Printing - Windows” and double-click on “Step 3”.

17. Double-click on “Printers”.
18. Right click on each desired printer and select “Connect”. Repeat this for each desired printer in the Black and White, Color, and Plotter folders.

If you receive an error message, please contact your systems administrator by submitting an IT Help Desk Trouble Ticket.
http://helpdesk.samfox.wustl.edu