

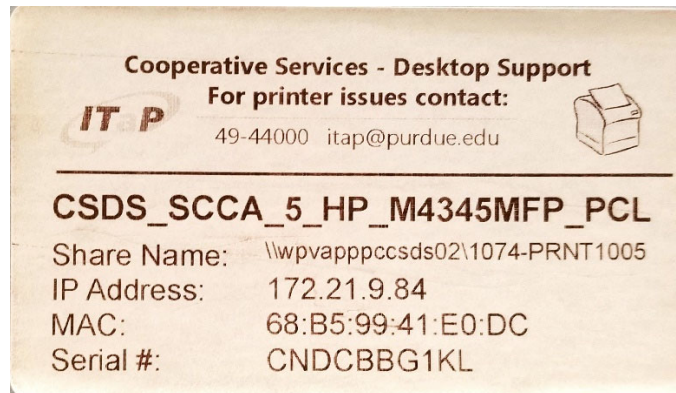
## Connecting a Personal Computer to a University Network Printer

Requirements: Windows 10 operating system for the personal computer and the installation of Cisco AnyConnect VPN client. Contact your local IT support team for connecting to printers not supported by Cooperative Services Desktop Support (CSDS).

This document contains instructions to connect your personal computer to a CSDS-supported network printer. You must be connected to the Cisco AnyConnect VPN before you begin. The VPN client is available for installation through ITaP: [webvpn.purdue.edu](http://webvpn.purdue.edu).

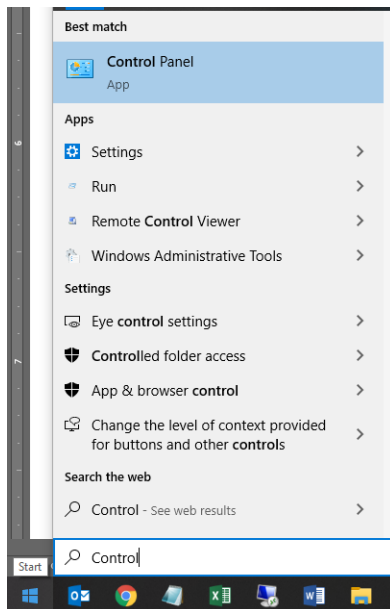
### Identifying the Printer

The network printer will have an identification sticker on it – similar to the one below. You will need to note the printer name and the share name. In this example the printer name is CSDS\_SCCA\_5\_HP\_M4345MFP\_PCL and the share name is \\wpvappccsds02\1074-PRNT1005.



### Installation

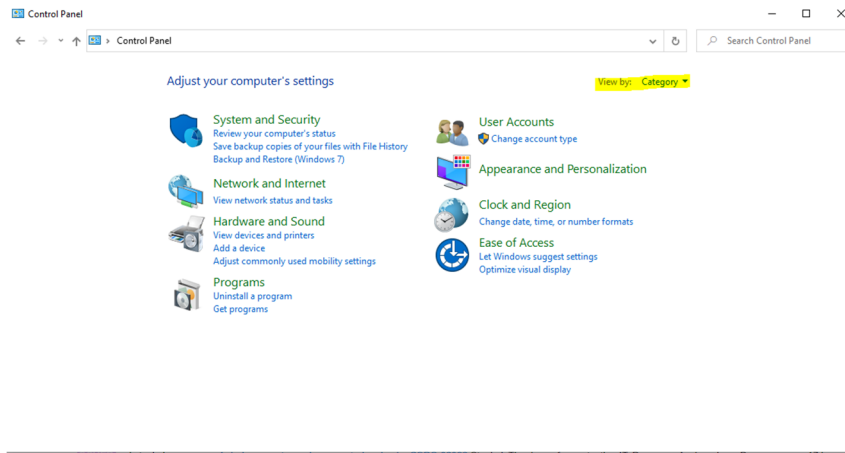
1. To begin, click on the start menu and type Control, and click on Control Panel to open the console.



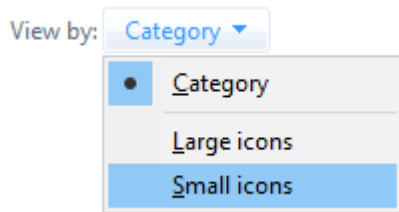
## Connecting a Personal Computer to a University Network Printer

Requirements: Windows 10 operating system for the personal computer and the installation of Cisco AnyConnect VPN client. Contact your local IT support team for connecting to printers not supported by Cooperative Services Desktop Support (CSDS).

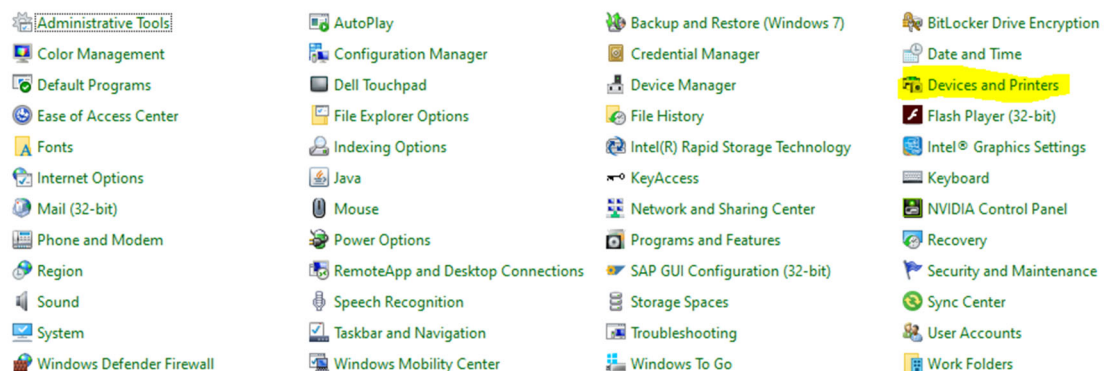
2. A new window will open and in the top right as shown in the below image you'll find **View by**. If either Large or Small icons is already selected move to Step 4.



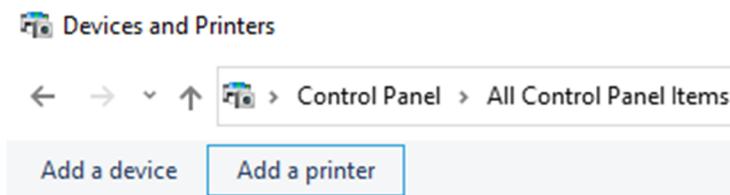
3. Select the arrow next to 'Category' and click **Small icons**.



4. Click **Devices and Printers**.



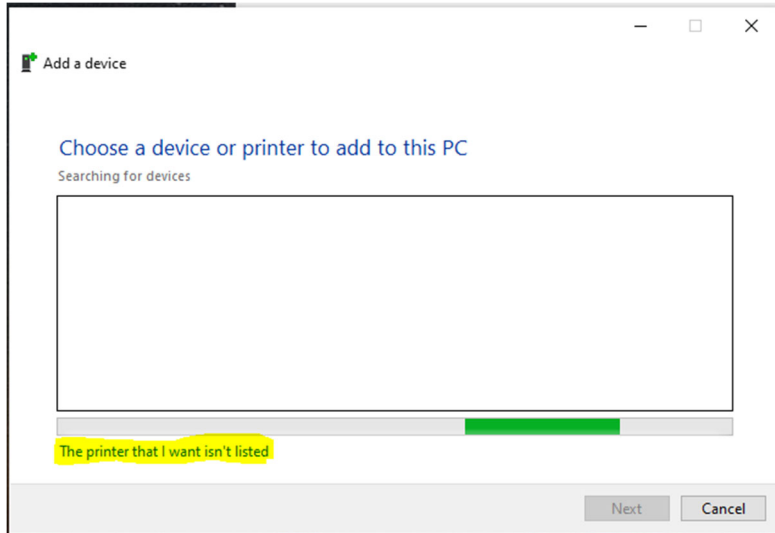
5. Near the top left corner click **Add a printer**.



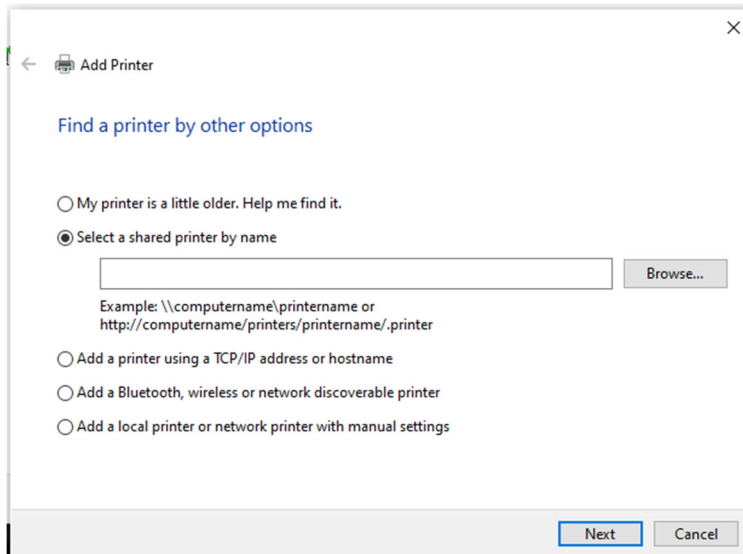
## Connecting a Personal Computer to a University Network Printer

Requirements: Windows 10 operating system for the personal computer and the installation of Cisco AnyConnect VPN client. Contact your local IT support team for connecting to printers not supported by Cooperative Services Desktop Support (CSDS).

6. A new window will open and click **The printer that I want isn't listed.**

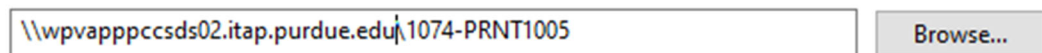


7. Click the radio button next to **Select a shared printer by name.**



8. Using the printer information from the **Identifying the Printer** section above, add \\sharename.itap.purdue.edu\printername in the blank, where in our previous example "sharename.itap.purdue.edu" is "wpvappccsds02.itap.purdue.edu" and "printer name" is "1074-PRNT1005". Adding itap.purdue.edu to the share name allows your computer to reach the printer on campus. After the printer path and name have been added similar to the below example, click Next.

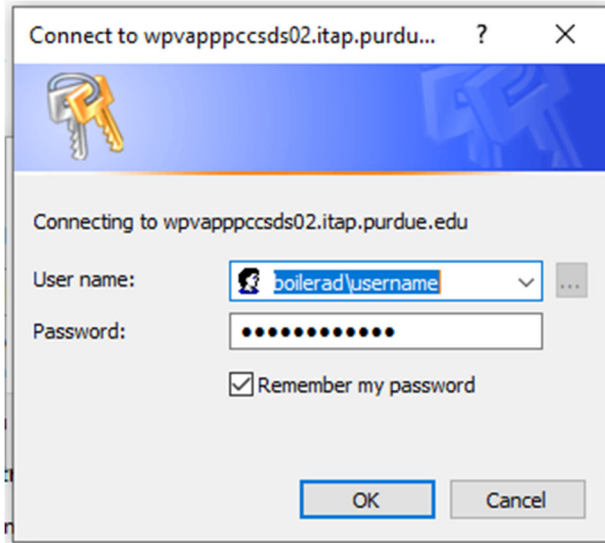
- Select a shared printer by name



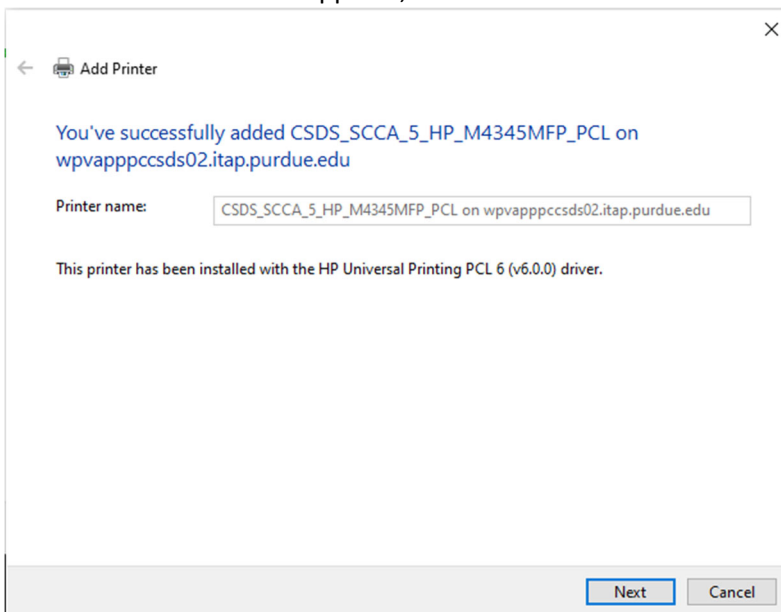
## Connecting a Personal Computer to a University Network Printer

Requirements: Windows 10 operating system for the personal computer and the installation of Cisco AnyConnect VPN client. Contact your local IT support team for connecting to printers not supported by Cooperative Services Desktop Support (CSDS).

9. A window for your Purdue credentials will appear. Ensure you use boilerad\username. Without boilerad\ your computer will not be able to connect. Add your credentials, select **Remember my password** and click **OK**.



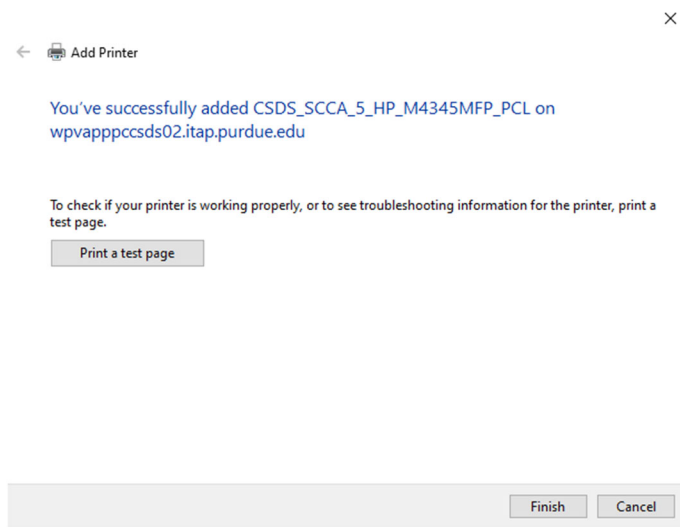
10. The printer installation will begin and may take several minutes to complete. When the installation confirmation appears, click **Next**.



## Connecting a Personal Computer to a University Network Printer

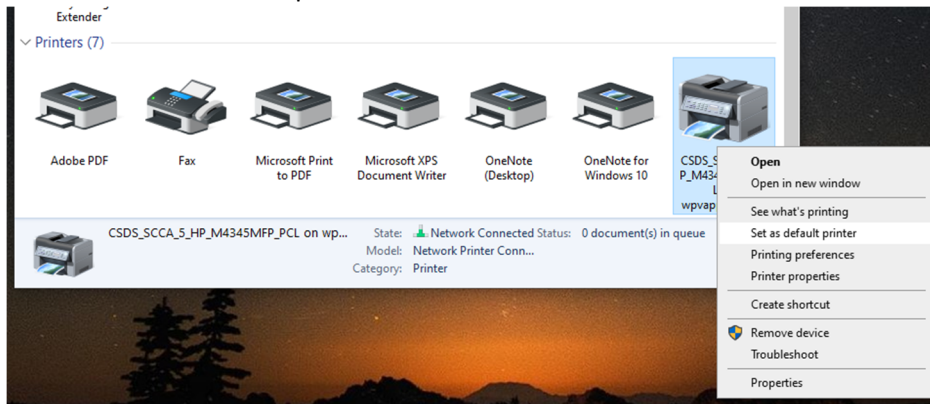
Requirements: Windows 10 operating system for the personal computer and the installation of Cisco AnyConnect VPN client. Contact your local IT support team for connecting to printers not supported by Cooperative Services Desktop Support (CSDS).

11. You may opt to Print a test page and click **Finish**. The printer installation is complete. If you want to set this printer as the default go to Step 1 of **Setting Default Printer**.



## Setting Default Printer

1. To set the newly installed printer as the default, select Set as default printer on the Devices and Printers screen from Step 4.



2. If you receive the below prompt below click **OK** to confirm.  
Note: If you have open programs you may need to close and reopen for the program to recognize the new default printer.

