Adding Printers to a Windows Computer (for all users or multiple printers)

Overview

To maximize the use of our resources at Carleton, we put most workgroup-level printers on the network and share them using a Windows Server print server. With the use of the print management application PaperCut, the person who submits each print job determines how each job is paid for, regardless of which printer the job is sent to.

These instructions explain how to add such shared printers to **college-owned computers** running **Windows 7.**. Exceptions for other versions of Windows are included in each section. These instructions apply when those computers are on the Carleton network, with an IP address starting with 137.22.. When college-owned computers are used off campus, first make a VPN connection to the Carleton network, then add the printer. It will be necessary to make the VPN connection every time before printing.

Don't use these instructions to add a printer to a **personal computer**, whether on or off campus. Instead, use WebPrint, which has no requirements on computer's domain and makes no changes to the personal computer.

Related Content

This article has been recently edited to move some of the original content to this new article. For a user to add a printer interactively for just their own use, see this original article. To add a printer to a computer so all users get the printer, or for multiple printers at once, keep reading.

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1. Identifying the printer you need

See this original article.

2. Installing a printer driver

On a computer running Mac OS X or Linux, this is a significant step. But on Windows, this step vanishes, because the Windows Server print server will supply the correct printer driver and default configuration when you add the printer in the next step. In step 4 below, you can access the settings of the printer driver.

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3. Adding a printer...

In all the following instructions, when you see CMC104-CC5051 or BLDGRoom-Model, substitute the name of the printer you found in step 1.

3.a. ...For the current user

See this original article.

3.b. ...For all users of a shared computer (printui technique)

If several different people log in independently to use a computer, it may be more efficient to define the printer once for all users of this computer. This is done by entering a special command in a Command Prompt window, run with elevated privileges ("as Administrator")

Choose the Start button and start to type the word "comman". When you see Command Prompt at the top of the match list, right-click it and choose "Run As Administrator". If you are asked for elevated (Administrator-level) approval for this action, answer Yes. If you are asked for Administrator-level credentials (username and password) for this action, enter them, probably using your admin account (.\admin) and whatever password you chose when it was set up.

Once you have successfully opened an elevated Command Prompt window, it will look something like this:

It does not matter what text appears before the > symbol. To use a Command Prompt window, you type one line of a command that starts right after the > symbol, then press the Enter key when you get to the end of the command you are typing. The case (upper or lower) of what you type may or may not matter, so follow the examples shown below.

First, you must enter three printui commands to delete any existing printer definitions that might conflict with the one you are about to add; ignore any popup error messages after each command:

```
printui /gd /n\\goprint.its.carleton.edu\CMC104-CC5051
printui /dn /n\\print.ads.carleton.edu\CMC104-CC5051
printui /gd /n\\print.ads.carleton.edu\CMC104-CC5051
```


Then, enter one more printui command to add a printer "globally" (/ga) (for all users):

```
printui /ga /n\\print.ads.carleton.edu\CMC104-CC5051
```


This request is processed by the print server, so it may take a while to happen, 10 minutes or even more. After waiting at least 10 minutes, to see the new printer, logout and login again. Each user will get this new printer added the next time s/he logs into this computer.

Once the printer appears in the Printers folder, each user may change the Printing Preferences .

If you want to see a list of all "globally added" printers on this computer, enter a printui "global enumerate" command and a popup window will appear:

..
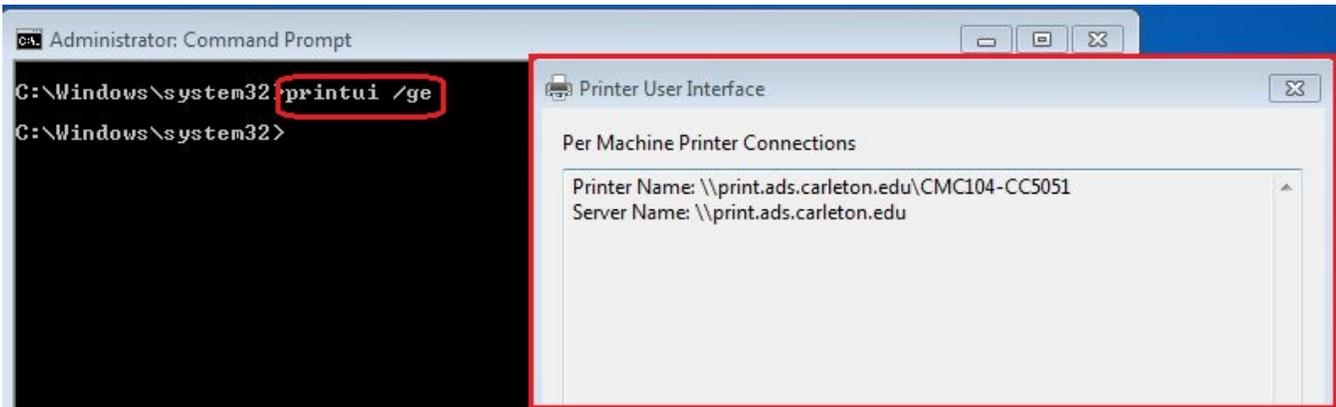
3.c. ...For all users, for multiple printers at once (K1000 Kscript)

In cases where a department has multiple Windows machines printing to multiple printers, there may be a KBOX 1000 **Kscript** available to add (and delete) all the necessary printers at once. These Kscripts visible to the ITS HelpDesk are named in the form, "**Add Printers to Windows: *BLDG/DEPT***"; contact the ITS HelpDesk at x5999 to have such a script run on a Windows computer. The HelpDesk will ask which building and floor, and possibly which department, has the printers you want to add. These Kscripts have the advantage of changing some registry settings so that the user should not be prompted for elevated (i.e., .\admin) credentials when printer drivers are installed.

As in step 3.b. above, each printer request is processed by the print server, so it can take many minutes to see the results on the client machine, and then the printers may appear only after logging out and logging back in again.

Only for computers in the ADS domain
Note: All of these commands in 3.a. and 3.b. and 3.c. add a printer or printer connection as a Windows-style SMB printer, which is what Windows prefers for computers in the campus ADS domain (ads.carleton.edu). If a printer must be accessed as a UNIX-style **LPR/LPD** print queue instead, which does not have the domain requirement, call the ITS HelpDesk at x5999 for help with detailed instructions.

.4. Changing the default Printing Preferences...

See this original article.