

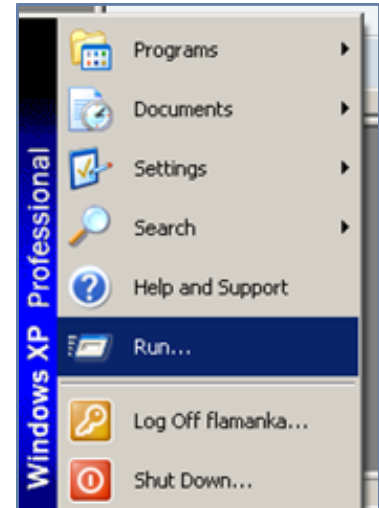
Connecting to a Network Printer

user guide for CQUniversity Staff

The following information applies to a
Windows Operating System.

Instructions

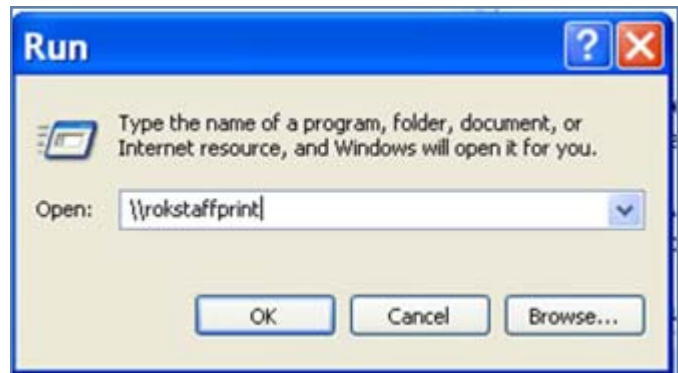
1. Select: Start → Run.
The **Start** menu is located on the bottom left corner of the desktop.



2. In the **Run** window, enter the print server name in which the required printer is located.

For example: [\\rokstaffprint](#).

Note: Staff will need to be logged into the University network to access their relevant print server.

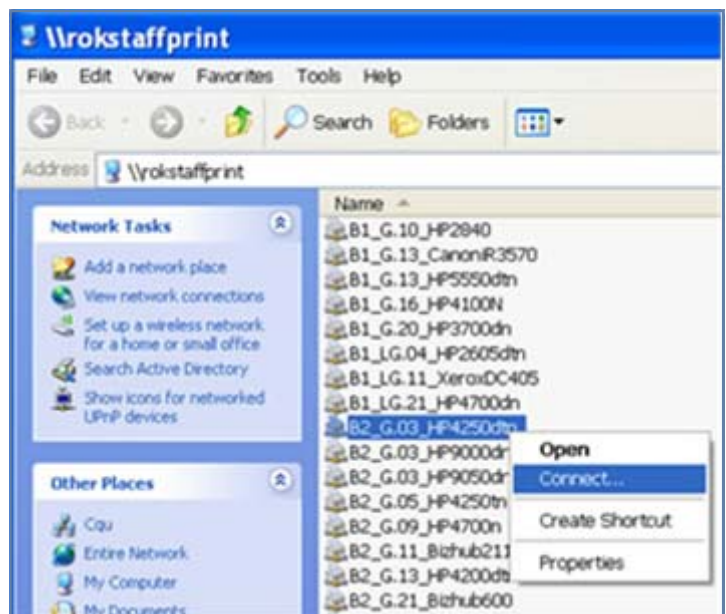


3. Click "OK".
4. A new window will open listing the names of printers available from this print server.

Find the specific printer you wish to use.

All printers available from [\\rokstaffprint](#) server can be identified by their building and room location, and their printer model.

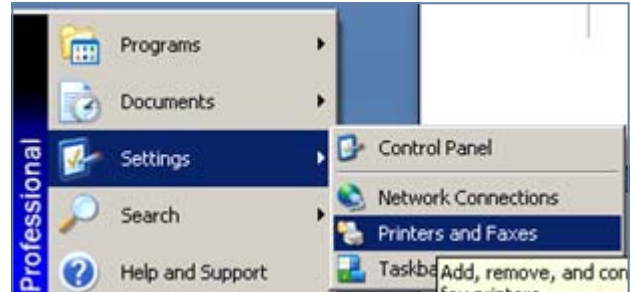
Right-click on the printer name and select "Connect".



Connecting to a Network Printer user guide for CQUniversity Staff (continued)

5. To check if staff have successfully connected to a specific printer, select Start → Settings → Printers and Faxes.

The **Printers and Faxes** window will list all of the printers currently connected to that computer.



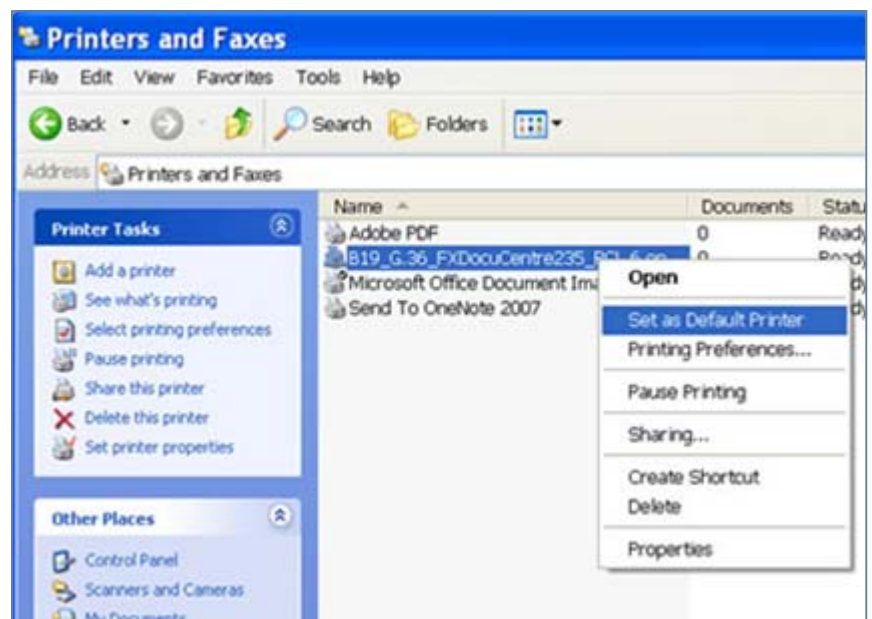
6. Identify the primary printer from the **Printers and Faxes** list that is most regularly used.

Right-click on the printer name and select "**Set as Default Printer**".

All print tasks will automatically be sent to the selected default printer (unless specified otherwise).

7. All printers that are added to a computer will be listed in the printer-select window .

The **default** printer can be identified by the tick located next to the printer image.



Need assistance connecting to a network printer?

Please contact the ITD Service Centre if you are experiencing any technical issues when connecting to a network printer.

Phone: 07 4930 9233
Email: servicedesk@cqu.edu.au

