

## Instructions for printing on personal or loaner PCs

\*If you are requesting a new toner cartridge, you will need to present a supply status page to the bookstore.

### Windows 7

Start > Settings > Printers and Faxes

Add a printer

Welcome to the Add Printer Wizard dialog box will appear

Click "Next"

Choose Network Printer

Click "The printer I want isn't listed"

Select "Browse for a printer"

In the printer box listed at the bottom, type [\\printmonitor.wabash.edu\](http://printmonitor.wabash.edu)

Click "Select"

You will be asked to enter your credentials. Please type "WABASH\\*username and then your Wabash network password

Choose your printer, then "Select"

Windows will begin printer installation, may ask if you trust source, click on "yes"

Click on "Next"

Click On "Finish"

Your printer is now installed!

\*\*Duplex Printing: Right click on printer, Printer Properties, Printing Shortcuts (located at the bottom of the general tab), print on both sides-select yes. (flip over, or flip up) If your printer does NOT have a duplexer then the system will charge you \$.05 because it does not recognize the printer with the ability to duplex.

### Mac X

Open System Preferences

Click on the icon for "Print & Fax".

Under the "Printers" pane on the left side, click the "+" sign to add a new printer.

Click on "Advanced" in the toolbar. (~If the advanced option is not listed on the toolbar, right click the toolbar area (blank space), customize toolbar, and drag "Advanced" to the toolbar ~)

Click the arrow in the "TYPE" box.

Choose "WINDOWS"

In the URL box "smb://PRINTMONITOR.WABASH.EDU/\*Name of printer

In the Name field, type the location of the printer

In the Location field, type the name of the living unit in which the printer is located or you can leave this blank.

In the Print Using field, "Select Printer Software" \*\*\*

A window with pre-installed print drivers will pop up, then choose your printer from the list.

Beta Theta Pi	Beta
College Hall	CollegeH
Cole Hall	ColeHall
Kappa Sigma	KappaSig
Lambda Chi Alpha	LambdaChi
Martindale Hall	Martindale
Morris Hall	Morris
Phi Delta Theta	PhiDelt
Phi Gamma Delta (Fiji)	
Phi Kappa Psi	PhiPsi
Sigma Chi	SigmaChi
Tau Kappa Epsilon	TKE
Wolcott Hall	WolcottH

\*\*\*In most cases the Generic PCL Laser  
Printer driver will work

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Please feel free to contact the  
Help Desk if you have any questions.  
Email: [helpdesk@wabash.edu](mailto:helpdesk@wabash.edu)  
Phone: (765) 361-6400