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`
Click “Select”
You will be asked to enter you 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.

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

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