

Laptop Printing to HSSE Library Printers



- 1 -

Go to Start menu -> Run
In the text box type the following:

[\\printsrv3.itap.purdue.edu](https://printsrv3.itap.purdue.edu)

The user will be asked to authenticate. This is their career account information. In the username field, the user needs to remember to include onepurdue\ before their username.

- 2 -

Once authenticated, a window will open which includes a list of all the printers in the libraries. These printers are named by building, not library, so HSSE is looking for STEW135-Lib. Find the printer of interest. Be sure to use the one with **LIB** in the name.

In the HSSE Library, select one of the following:

stew135-Lib1
stew135-Lib2
stew135-Lib3
stew135-Lib4

(refer to map on back for locations)

Double-click on the printer.

- 3 -

At this point the printer is installed on the computer and will be in the selection of printers when a printout is requested.

- 4 -

A pop-up box asking if you want to proceed with the printing will NOT appear.

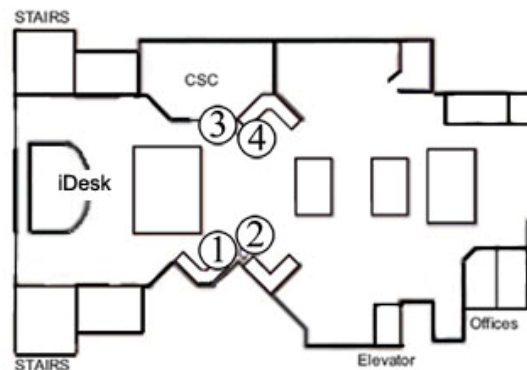
HSSE Library Printers

stew135-Lib1

stew135-Lib2

stew135-Lib3

stew135-Lib4



Future usage: The computer will keep the printer designation, but for future use, the user needs to connect to the printer server prior to using the printer. So the first couple of steps will need to be done again the next time the user wants to send something to that printer.

Printing from MACS

For printing from a MAC, visit the following site:

<https://www.purdue.edu/goldanswers/ss/>

In the **search box** type in **Mac Lab Printing**

In the **answers** click on How do I connect to a lab printer in Mac OSX?

Questions? <http://www.itap.purdue.edu/help/>

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