Installing Network Printers in Windows

1.) Open Windows Explorer. You can click the folder icon on the taskbar to do so.

2.) Type `\tierceron` in the address bar and hit enter to get a list of printers. You will get the box below to authenticate to the server. Enter your active directory username name with “@unl.edu” on the end. Enter your password. Check the box to “remember my credentials”.

   ![Windows 7](image1.png) ![Windows 8](image2.png)

3.) Once you have been authenticated to the server you can double click either “Arch23HP” or “Arch220Hp” to begin installing the printer. When it is done double click the next one to add it. Students only have rights to those two printers.

   ![This PC](image3.png)

4.) If you have either the “Ultimate” or “Professional” versions of Windows 7 or 8 you are done. If you have any other version you will need to reconnect to `\tierceron` again to be able to print if you reboot your machine. The checkbox to “remember my credentials” doesn’t work for domain credentials.

5.) If you are unable to access the print server it means you need to be added to a Active Directory group that gives you rights. You can fill out this for to request access. [http://unlcms.unl.edu/office-of-university-communications/college-of-architecture/computer-service-request](http://unlcms.unl.edu/office-of-university-communications/college-of-architecture/computer-service-request)
Installing Network Printers on a Mac.

1). Download and install the HP print drivers at [http://support.apple.com/kb/dL907](http://support.apple.com/kb/dL907)
If you skip this step there is a chance the correct driver will not be available in step 9

2). Open “System Preferences” gear. It should be on the Dock or in the “Applications” folder.

3). Now open Print & Fax

4). Click the Add button.
5). Now if the “Advanced” gear icon is not available at the top, “Control” click or right click (double finger click track pad) anywhere on the open toolbar area and select “Customize Toolbar”. If you add one of the printers listed under the “Default” list. The printer can be added, however print jobs will not be printed.

6). Drag the “Advanced” gear to the toolbar area. Click Done. Click the “Advanced” gear to select that option. It may take a several seconds to load.
7). Where it says “Type” Click and change to “Windows printer via spoolss”.

8). Type in the following information in the box labeled “URL:
“smb://username:password@tierceron/sharename”. Use your Active Directory username and password. Sharename will either be “arch23hp” or “arch220hp” Change the “Name:” field to the share name or something so you can remember which printer you are printing to. Use the drop down menu for the “Use:” field and select “Select Software”.
9). Then scroll down to “HP LaserJet 9050” in the new pop-up window. Click “OK”

10). Click “OK” to accept the default options for the printer driver.
You can go through the process from step 4 to add the next printer. Skipping steps 5 & 6. This time the only thing that changes is the sharename for the printer. So it will look like this “smb://username:password@tierceron/arch23hp”. Select the same printer driver as the printer in room 220 (step 9). Name it so you know where it is and you are done.

The first time you try to print it may ask for your name and password to authenticate to the print server. The box will look like this

Enter you Active Directory username and Password. Be sure to check the box to “Remember this password in my keychain”.

If it does not print either your username or password are wrong, or you are not in the Active Directory group that gives you access to print. You can go online and fill out this form to request assistance. All lab machines have a shortcut to it.

http://unlcms.unl.edu/office-of-university-communications/college-of-architecture/computer-service-request