Installing Network Printers in Windows 10

1.) Open Windows Explorer. You can click the folder icon located on the taskbar.

2.) Type `\tierceron` where it says “Quick access” to get the list of printers. You will see the box below to authenticate to the server. Enter your Blackboard username name with “@unl.edu” on the end. Enter your Blackboard password. Check the box to “remember my credentials.”

3.) Once you have been authenticated to the server you can double-click any of the circled printers below to begin installing the printer. When it is done, double-click the next one to add it.
   **NOTE:** Students only have rights to the circled printers.

4.) If you are unable to access the print server it probably means you need to be added to a Active Directory group that gives you rights. You can fill out this form to request access.
Installing Network Printers in Windows 7 & 8

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.”

3.) Once you have been authenticated to the server you can double click any of the circled printers below to begin installing the printer. When it is done double click the next one to add it.

**NOTE:** Students only have rights to those printers.

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 on Windows “home” versions.

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.