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 connect to the print server. You will see the box below to authenticate to the server. Enter your “My.UNL ID” username name with “@unl.edu” on the end. Enter your “My.UNL ID” password. Check the box to “remember my credentials.”

3.)

4.) 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.
5.) 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 permission to print. You can fill out this form to request access. [http://go.unl.edu/583o](http://go.unl.edu/583o) or scan the QR code below to open the form on your Smart phone.