OKI PRINTER INSTALLATION INSTRUCTIONS

Complete the following to add a printer to your computer:

1. Navigate to Start > Search.

2. Enter \printserver2 into the Search field.

3. Select the appropriate printer by double-clicking on it. Each printer is named by the Hall name and room location. For example: BH stands for Bonaventure Hall, DS – Duns Scotus, etc.

4. After selecting the printer, a pop-up will appear stating the printer is being connected. This should only take a few moments.

You may receive an additional pop-up message asking ‘Do you trust this printer?’; if that message appears select Install Driver.

5. Upon completion of the installation, the following box will appear. Select Printer > Set As Default Printer.

Your new printer has been installed.
Programing Copy Codes
We also need to program the users departmental copy code into the devices. For Oki printers complete the following:

1. In the printer window, navigate to the Printer menu, then select Properties.

2. Select Preferences.

3. Select the Others tab. Enter the department copy code in the Department field. Then select OK.
The user should now be able to print to the Oki printer.

**Enabling Private Printing**

If you would like to enable private printing, complete the following within the Printer Preferences tab:

1. Under **Print Job**, select **Private Print**.

![Print Job Options](image1)

2. Then select the **ellipsis**.

![Print Job Ellipsis](image2)

3. You will be prompted to enter the password for private print. Enter the password and select **OK**.

![Password Dialog](image3)

4. Select **OK** to continue to print.

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**Removing a Printer**
To remove a printer, complete the following:

1. Select **Start > Devices and Printers**.
2. Under Printers and Faxes, **right-click** on the printer you would like to remove.
3. Select **Remove device**.

The printer is now removed from your printing options.