Printing from your PC laptop – Direct Printing

UIT is providing the instructions below as an alternative to the WebPrint service. It is a one-time setup for your favourite location(s) and the printer(s) will always be available to you until your Passport York credentials expire. Please see further instructions at the end of this document if, in the event of a password change, you are required to input your new credentials.

How to – Print Black & White

1. Authenticate to AirYorkPLUS wireless access: http://student.computing.yorku.ca/airyorkplus/
2. In Windows, go to “Printers & scanners”
3. Click on "Add a Printer or scanner" menu item
4. Click on "The printer that I want isn't listed"
6. Click on the button "Select a shared printer by name" and click on "Browse"
7. If the “Network discovery is turned off” banner message appears, click it and then click on “Turn on network discovery and file sharing” – then click Cancel and repeat previous step (6) to Browse Printers again.
8. In the Printer field, type `\acadprint.yorku.ca` and click on “Select”
9. You will be prompted for your Passport York credentials, type in:

**User name field:** yorku\<Passport York username>

**Password field:** <Passport York password>

Check “Remember my credentials” if you do not wish to be prompted for credentials until your password expires and click on “OK”
9. Browse the list and click “LB-Bronfman-PRNT-B&W” then click Select
10. Click "Next" to download and install the printer driver
11. You should finally receive the message “You have successfully added ...”,

![Add Printer]

12. Click “Next” and “Finish” on the subsequent prompts
13. The printer should now appear under “Printers & scanners” section

- Settings

  - Home

  - Devices

  - Bluetooth & other devices

  - Printers & scanners

    - Mouse

    - Typing

    - Pen & Windows Ink

    - AutoPlay

    - USB

Add printers & scanners

- Add a printer or scanner

Printers & scanners

- Adobe PDF (redirected 2/copy 1)

- Fax

- Fax (redirected 2/copy 1)

- LB-Bronfman-PRNT-B&W on acadprint.yorku.ca

  - Open queue
  - Manage
  - Remove device
How to – Print Color

Repeat above steps (1) to (8)

9. Browse the list and select “LB-Bronfman-PRNT-Col”
10. Click "Next" to download and install the printer driver.
11. You should finally receive the message “You have successfully added ...”

![Add Printer window](image)

You’ve successfully added LB-Bronfman-PRNT-Col on acadprint.yorku.ca

**Printer name**: LB-Bronfman-PRNT-Col on acadprint.yorku.ca

This printer has been installed with the RICOH PS UniversalDriver V4.9 driver.

12. Click “Next” and “Finish” on the subsequent prompts
13. The printer should now appear under “Printers and Faxes” section

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How to – Input your new Passport York credentials after a password change

1. Authenticate to AirYorkPLUS wireless access, http://student.computing.yorku.ca/airyorkplus/
2. Open "File Explorer" or "Windows Explorer"
3. Type \acadprint.yorku.ca and press "Enter"
4. You will be prompted for your new Passport York credentials, type in:

**User name field:** yoruku\<Passport York username>

**Password field:** <Passport York password>

Check “Remember my credentials” if you do not wish to be prompted for credentials repeatedly and click on “OK”