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. Go to "Devices and Printers".
3. Click on "Add a Printer" menu item.
4. Click on "Add a network, wireless or Bluetooth printer"
5. 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. Under Printer field, type \acadprint.yorku.ca and click on “Select”
8. 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 select “LB-Bronfman-PRNT-B&W”
10. Click "Next" to download and install the printer driver
11. You should finally receive the message “You have successfully added ...”,

![Add Printer dialog box](image)

You’ve successfully added LB-Bronfman-PRNT-B&... on acadprintyorku.ca

Printer name: LB-Bronfman-PRNT-B&W on acadprintyorku.ca

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

12. Click “Next” and “Finish” on the subsequent prompts

13. The printer should now appear under “Printers and Faxes” section

![Printers and Faxes](image)
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 ...”

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