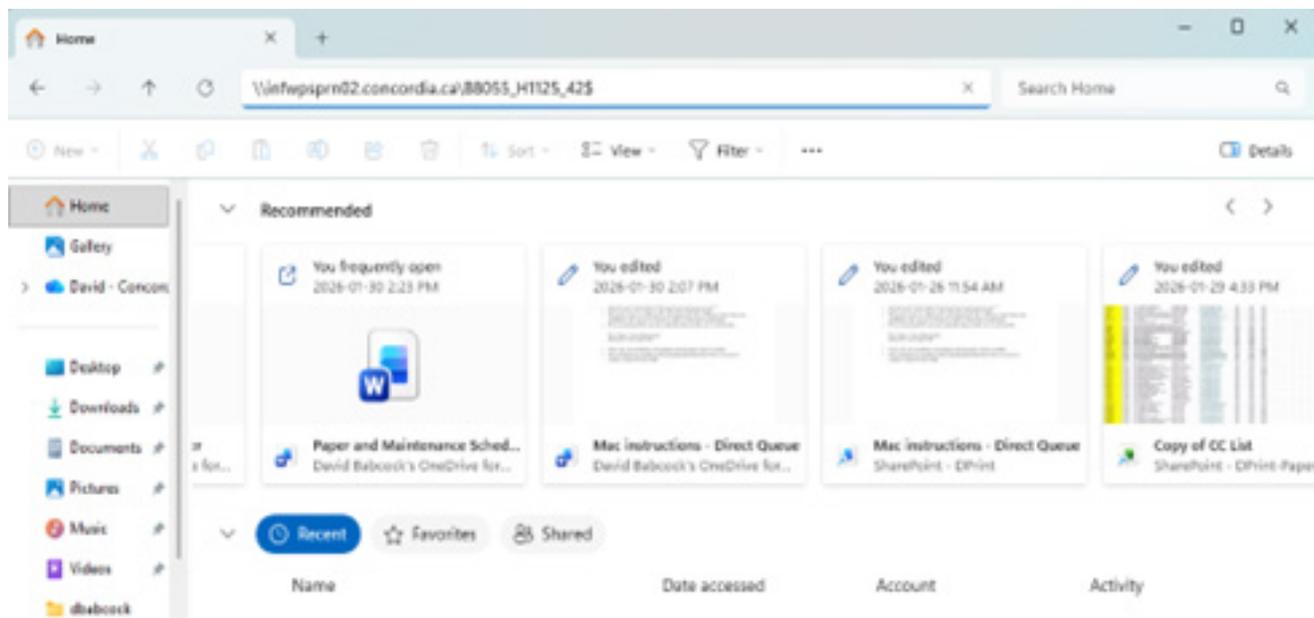


ADDING A DPRINT DEPARTMENTAL DEVICE (Windows 10/11)

Pre-requisites: A Concordia IITS-managed computer with the “**StaffPrint**” queue installed. The computer must be connected to the Concordia network (not Guest or Eduroam). The user must also be logged into the computer using their staff netname.

1. Find the name of the printer to be installed, as noted on the sticker on the front of the Xerox device.
2. Open a **File Explorer** window and, in the address bar at the top, type the path: **\\infwpsprn02\(\printername)\$** (e.g., **\\infwpsprn02\B8055_H1125_44\$**). Press **Enter**. This will install the printer and the necessary drivers.



3. Once installed, print a test page from Word (or another standard program). A PaperCut accounting pop-up window will appear.
4. Under Print job actions, select **Charge to Shared Account**.
5. Choose the account to charge.
PaperCut will remember the last account you used.

6. Click **Print** to send the job to the printer

