

# SU-owned Windows Computer

These directions are for Students or Faculty/Staff who need to print from a SU-owned Windows computer connected to the SU network.

1. (a) Right-click **Start**. (b) Select **Settings**.
2. (a) Click **Devices**. (b) Click **Devices and Printers**.
3. Click **Add a Printer**.
4. Click **The printer I want isn't listed**.
5. Click **Select a shared printer by name**
6. In the name field enter: \\vpa-print.ad.syr.edu\
7. When the list of printers appears below \\vpa-print.ad.syr.edu\
8. Select the printer you want.
9. On the "You've successfully added" window, do the following:  
Click **Next**.  
Click **Finish**.

Faculty and Staff jobs are not hold/release, so the jobs print immediately.

Students who print to a VPA-Print printer will be required to login into <https://printing.syr.edu> with their Net ID and password to release the print jobs and be charged against their available Papercut funds.

For more information, visit [Printing at Syracuse University](#).