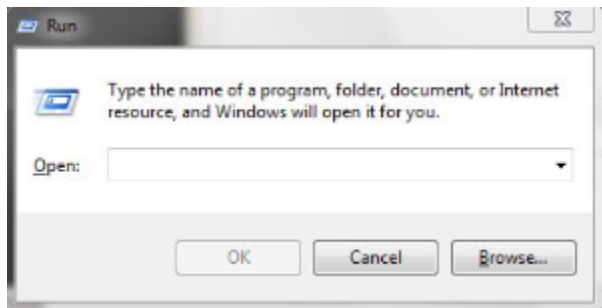


Personally Owned Windows Computer

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

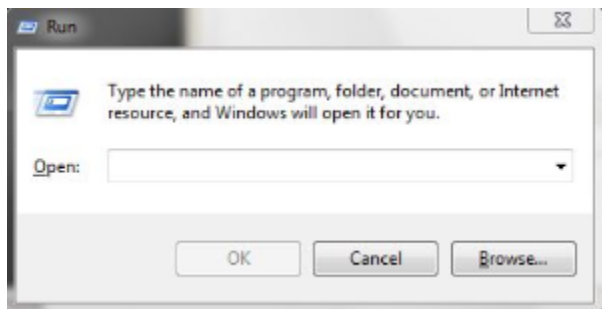
1. Click the **Start** button and type **run** into the search box and press **Enter**. This box should show up:



The run dialog can also be accessed by holding down the **Windows Key** on your keyboard and pressing the **R** key.

2. Type `\\vpa-print.ad.syr.edu\` into the run dialog box and click **OK**.

This credential box should show up:



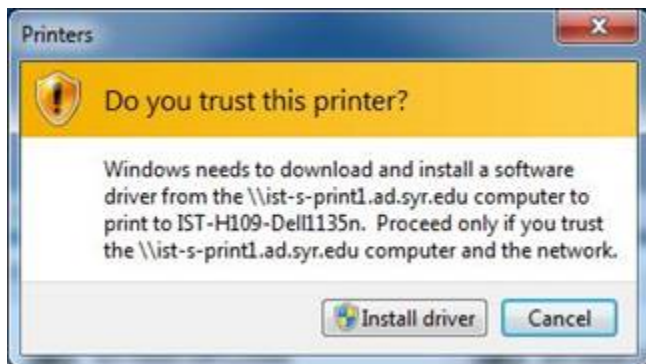
Type in

User: AD\NETID

Password: Your NETID Password

Make sure you check Remember my credentials.

3. Double Click on the printer you wish to install and click on Install Driver.



Now, you should be able to print to the installed printer.

Faculty and Staff jobs are not hold/release, so 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](#).