

Printing - Windows - College of Law

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The information below details a new procedure for setting up personal laptops to print in the Law Library, introduced in Spring 2022. This information supersedes the previous SURA-based printing method for Windows Laptops.

[Please click here for instructions for setting up MacOS computers.](#)

Set Username and Password

These steps will securely store a Windows credential, which will then be used to grant access to the printer.

- Manual configuration
 - Open search feature in task bar
 - Type "manage windows credentials" and click to open the Manage Windows Credentials control panel search result
 - Click Add a Windows Credential
 - Enter the information below in each field, substituting your own NetID and password. Note the orientation of the "\" characters
 - Internet or network address
 - \\law-prq-03.ad.syr.edu
 - Username
 - ad\NetID
 - Password
 - your password
 - Click OK
 - Close Credential Manager window
 - Proceed to Printer Setup section below
- After password change
 - After changing your SU password, the connection to Library printings will stop functioning
 - Follow the steps above to access the Windows Credentials Manager
 - Enter your new password and click OK to confirm
 - Printers should now function as before

Printer Setup

These steps will install the printer driver and add the Library printers to your computer

- Download driver by [clicking this link](#)
- Double click file and follow prompts to extract folder
- Open the extracted folder ("Generic_Plus_UFRII_v2.50_Set-up_x64")
- Double click Setup.exe to begin setup
- Click Next
- Click Yes to agree to terms
- Select Custom configuration and click Next
- Click Next (no need to check the box for Canon Driver Information Assist Service)
- Select "Auto Select" and click Next
- Click Add Port...
 - Select "Local Port" and click OK
 - Enter port name exactly as below, noting the orientation of the "\" characters
 - \\law-prq-03.ad.syr.edu\law-library140
 - Click Ok
- Click Next
- Click Start
- When installation is complete, select Exit
- Repeat the process to install the second floor library printer
 - Substituting port name:
 - \\law-prq-03.ad.syr.edu\law-library240
 - and selecting "restart my computer" on the Exit screen