Connecting to Printers and Plotters

Printer/Plotter Names

Type	Name
Plotter/Large Format	Hadid
Plotter/Large Format	Michelangelo
Plotter/Large Format	Mies
Plotter/Large Format	Morgan
Printer/Small Format	Aalto
Printer/Small Format	Ando
Printer/Small Format	Palladio

Questions? Email arch-printlab@cua.edu.
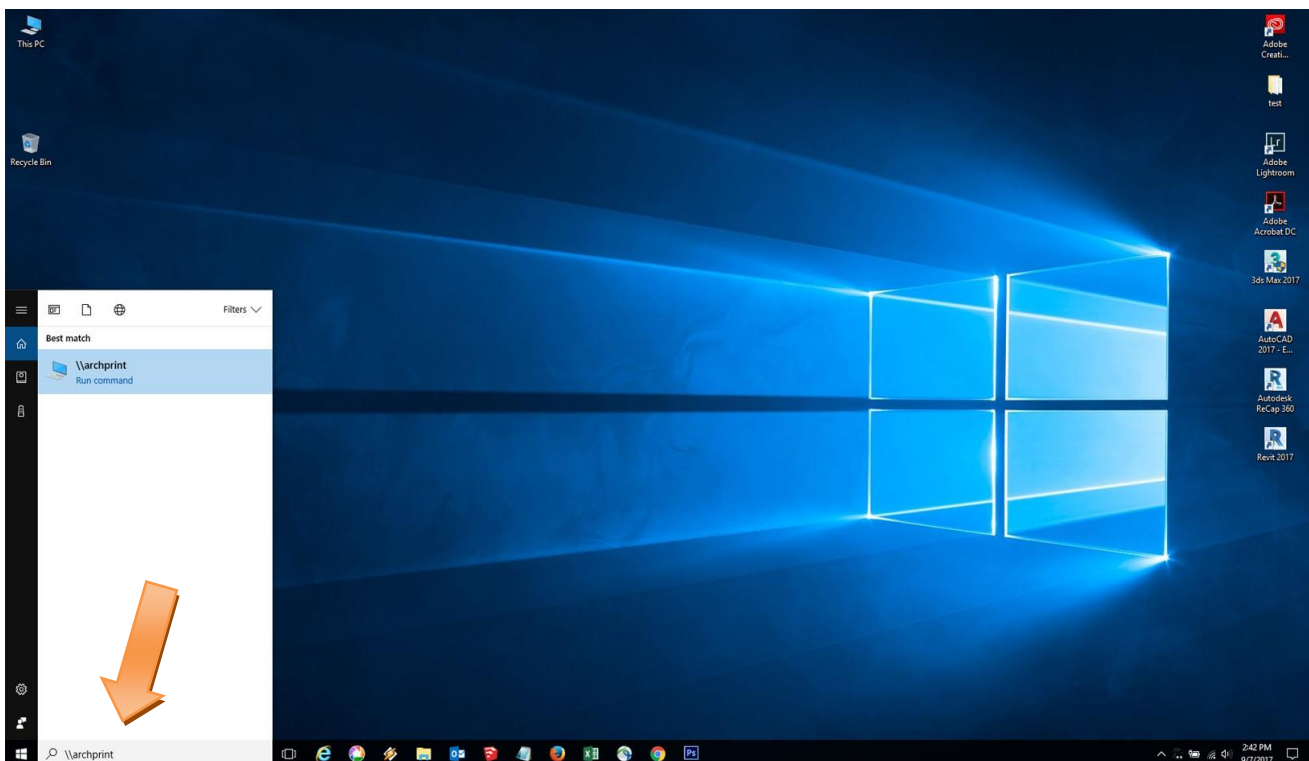
From your laptop to access the printers you will need to make sure that you are on CUA-SECURE wireless network or you're connected via an Ethernet cable.
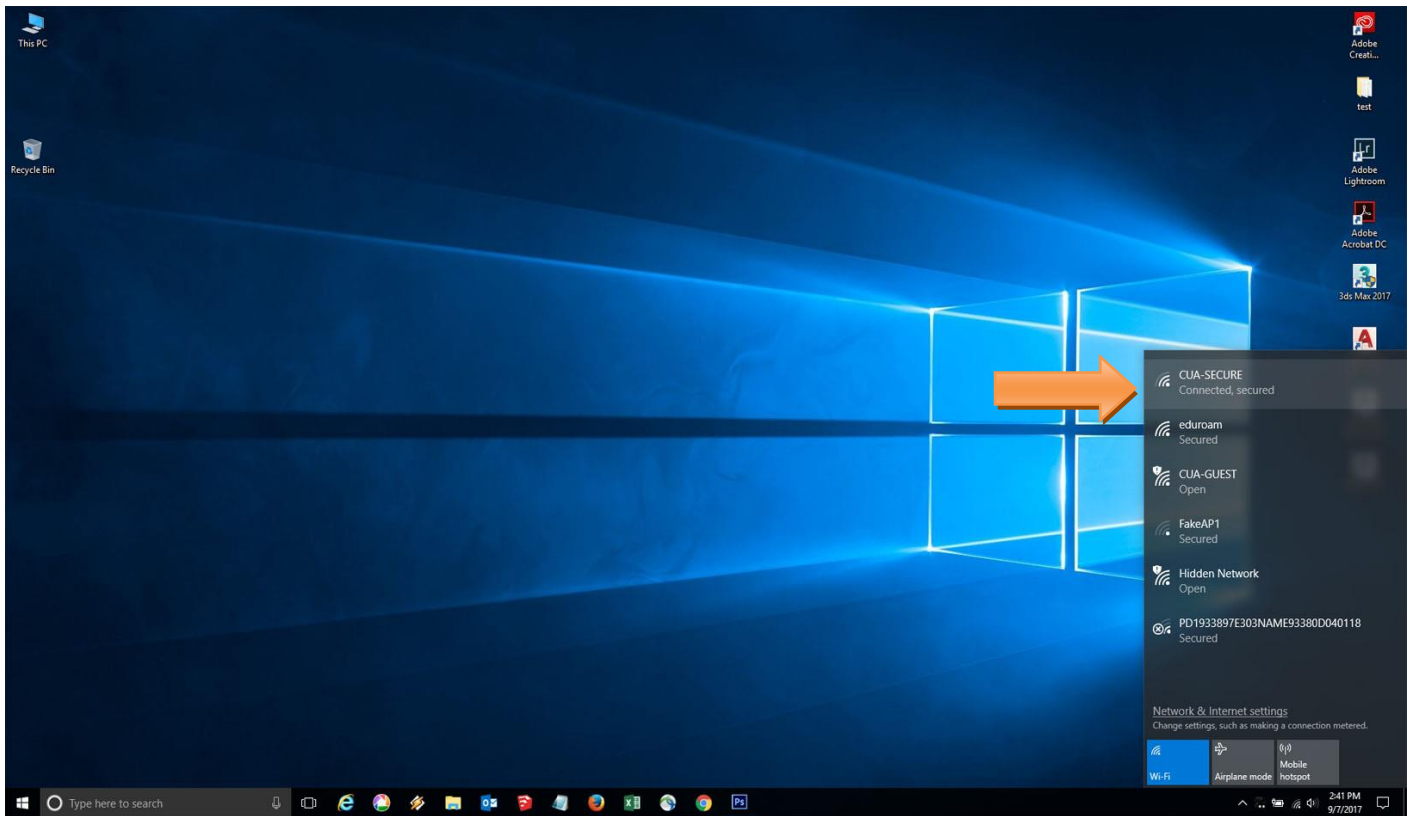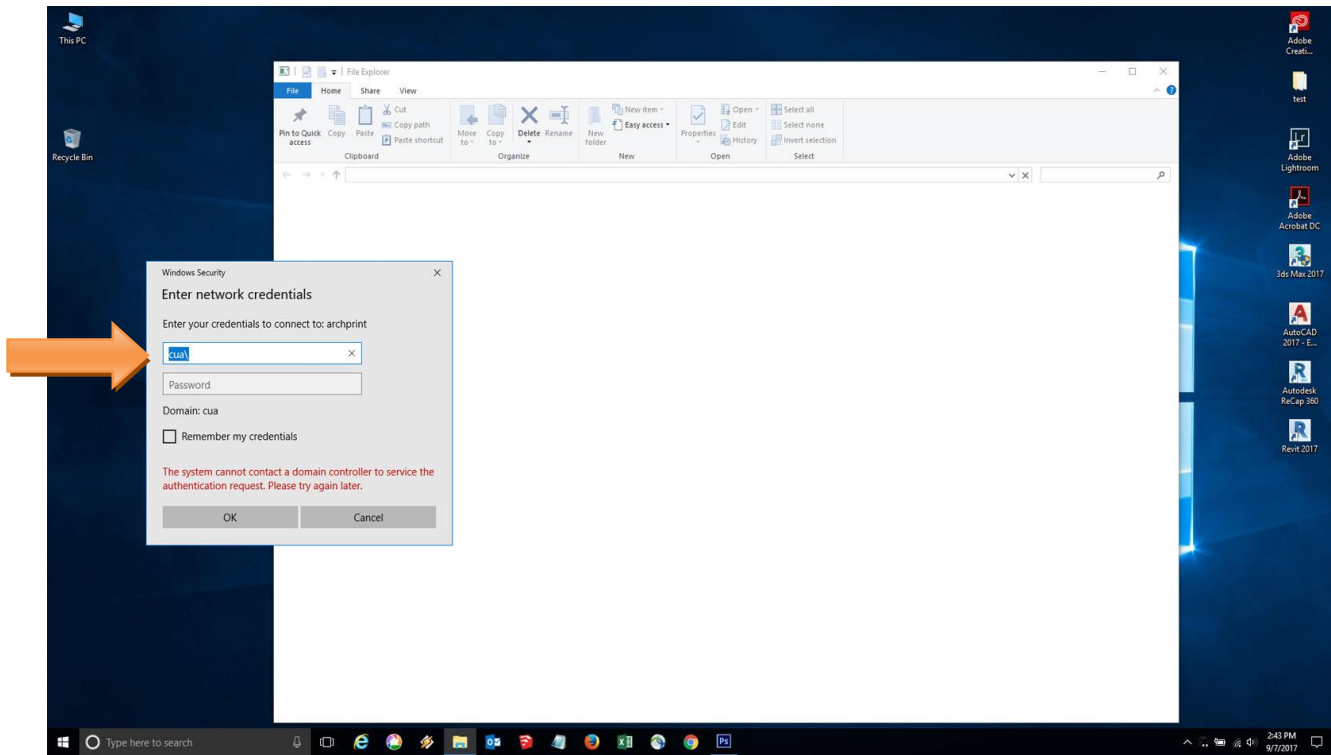

In the search box type for \\archprint and press enter
You can also use the run command (windows +R) and type \\archprint to access the printers and hit enter

After a small period of time, the window below will pop-up. Enter your CUA/ user name and password here, and click "**Ok**"

Make sure you have CUA\ before your user name and the window below will pop-up. Once the printers are visible, simply double-click on the icon and the printer will start installing.
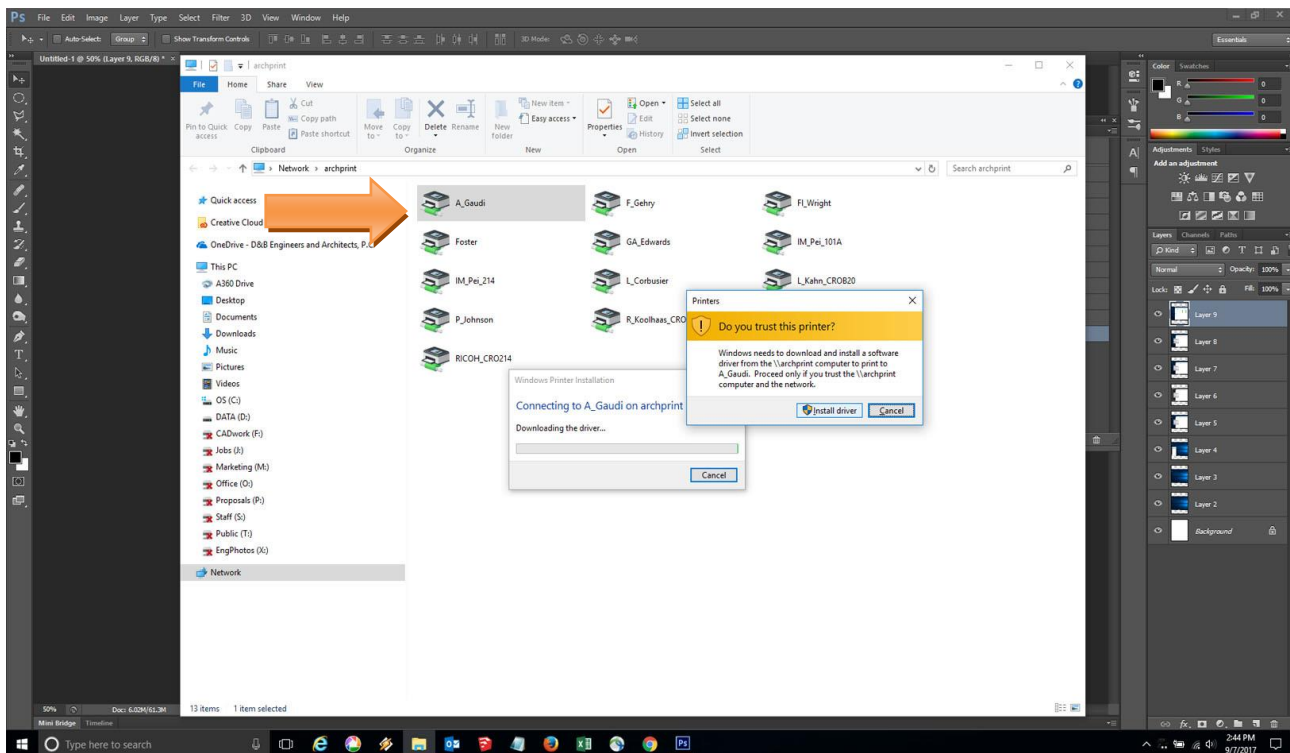
Note: Installing the drivers for the plotters and printers might take a minute depending on your laptop or the computer processing power.
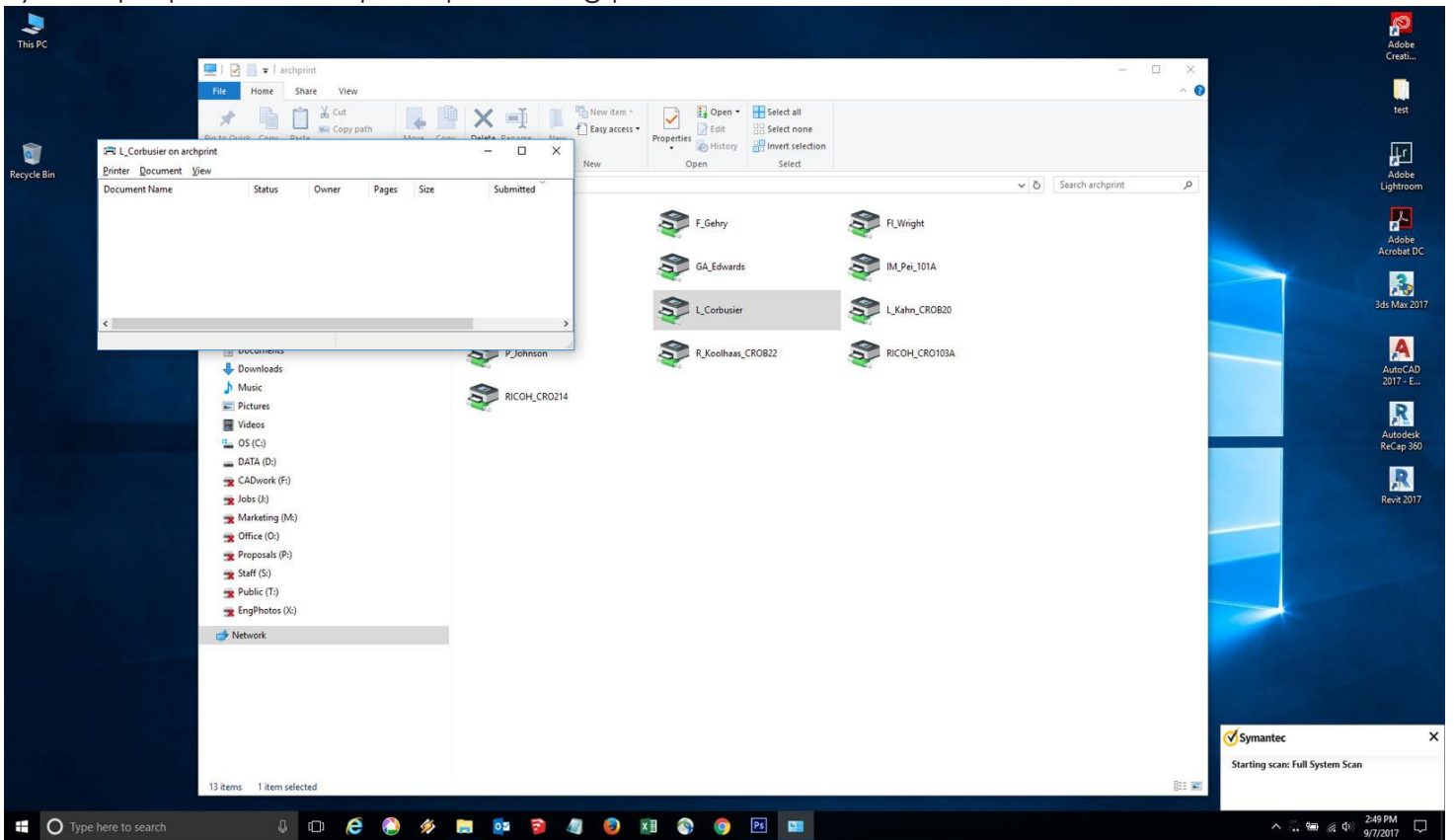
Now Open word or any other software and click on print, the printer list should show the printers and the plotters you just installed.