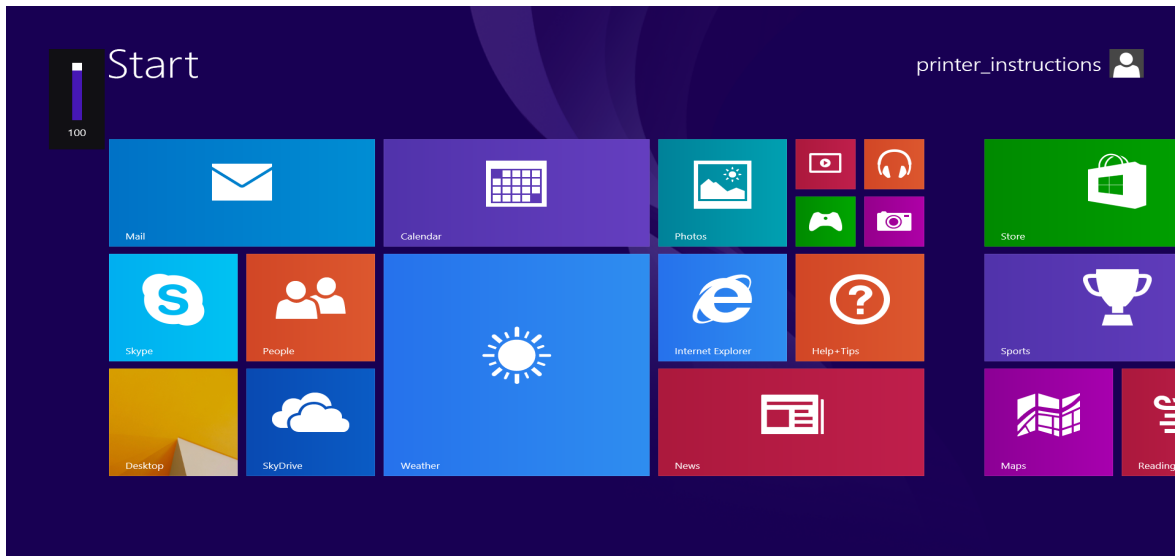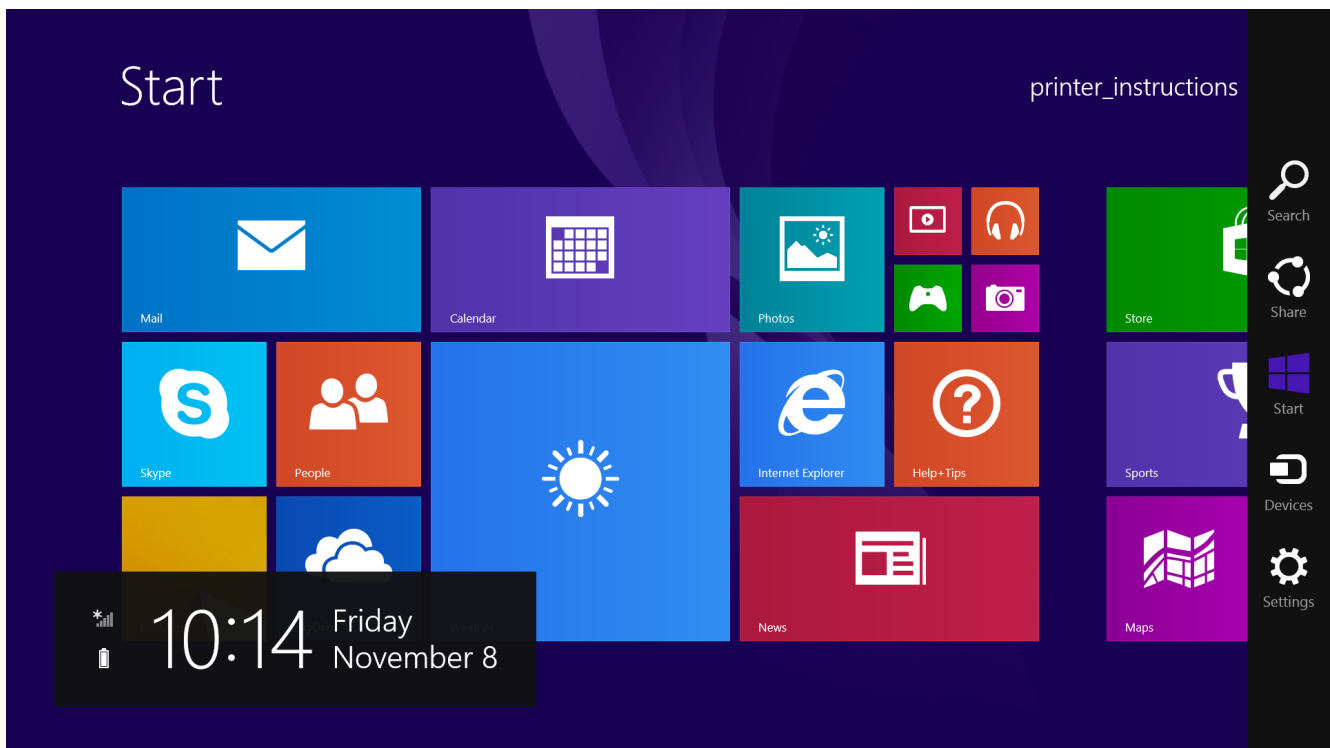# Printing to Student Accessible Printers

Setup Instructions for Windows 8 and 8.1

Return to the Start Screen by pressing the Windows key on your keyboard or touchscreen, or move your mouse to the lower right and click start, or swipe in from the right and tap Start.
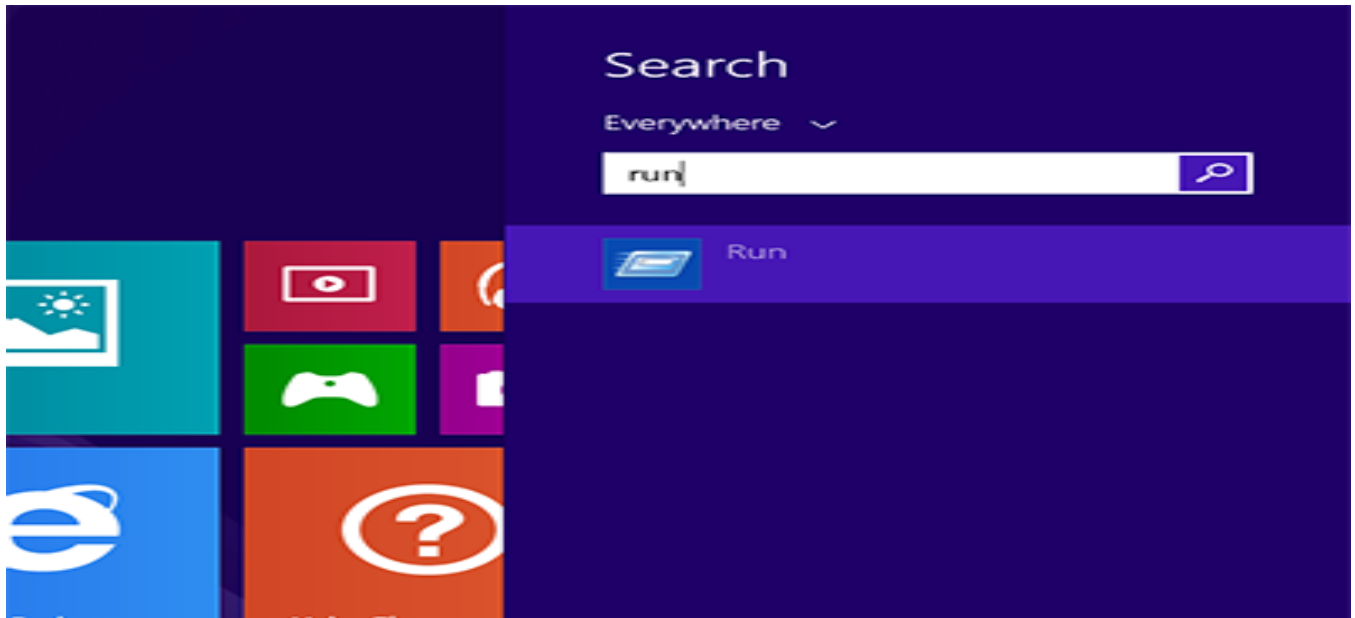
You should be on a screen that looks similar to the one below:

Now, move your mouse to the lower right or swipe in from the right and select Search:

In the Search box, type the word **Run** and click on the Run icon

You will be taken to your Desktop and presented with the run box, type one of the below paths into that field. In the illustration we have typed out the path for llcstudent.
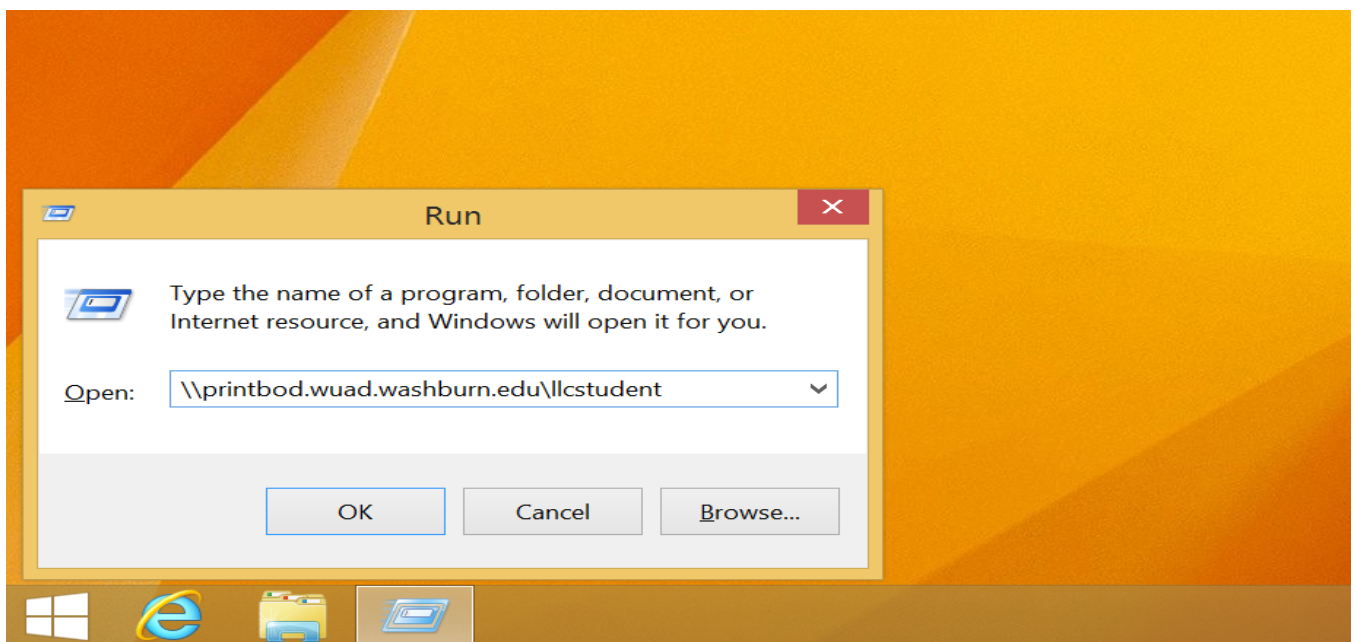
Living Learning Center
LLCSTUDENT - \\printbod.wuad.washburn.edu\llcstudent

Washburn Village
WVSTUDENT - \\printbod.wuad.washburn.edu\wvstudent

Mabee Library
MABPOOL - \\printbod.wuad.washburn.edu\mabpool
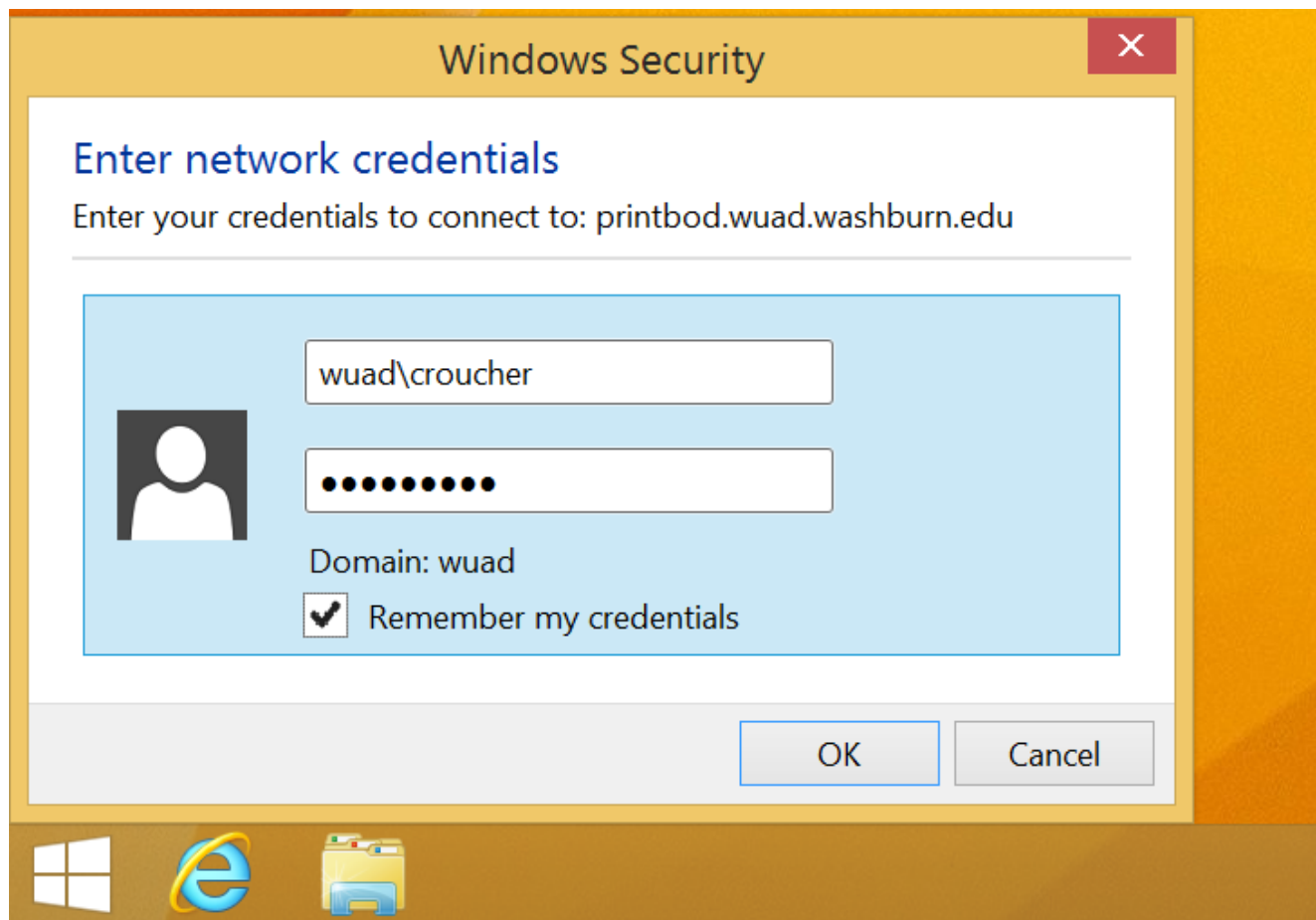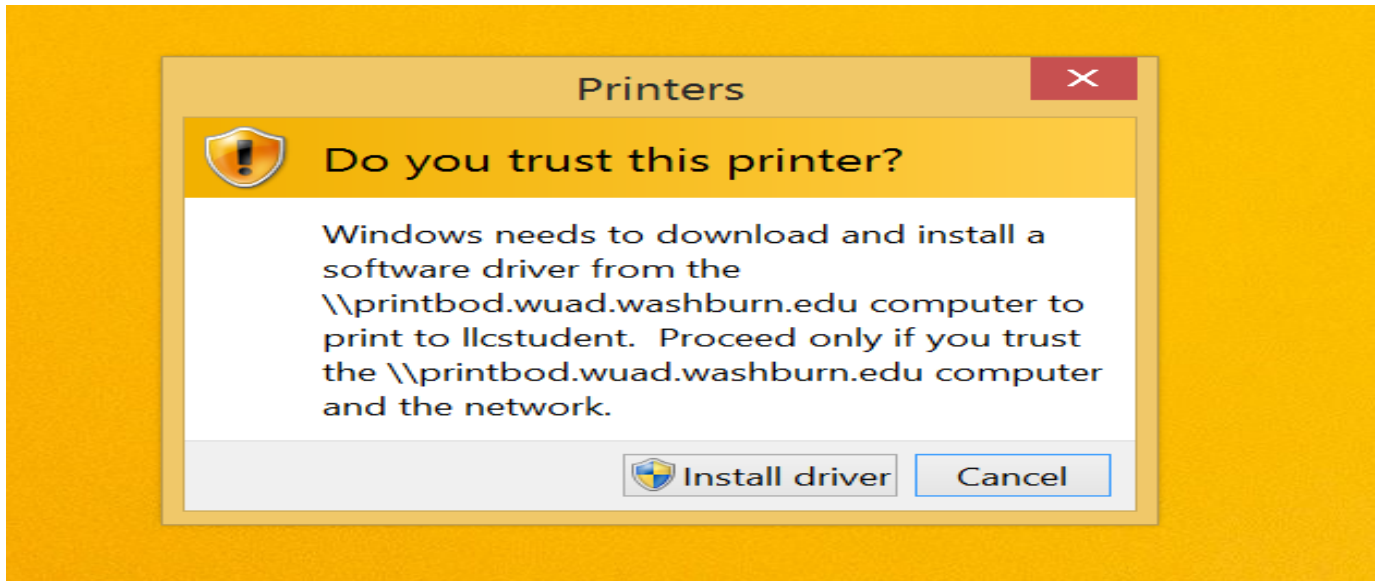
Then press OK, another screen will appear asking for your username and password:

See Next Page

You MUST type WUAD\ before your username, and:
You MUST checkmark "Remember My Credentials"; It will fail otherwise.

Once you have connected to the printer, a box will appear asking to install drivers. Click **Install Driver.**

Using the Printer

Simply send your print job to the printer you wish to print to, when complete proceed to the releasing station and provide your WUAD username and click Print.