

Installing a printer on a PC from the CSU print server

NOTE: Printers installed from the CSU print server are profile specific (available only to the user logged on at the time it was installed).

All other users of the PC will not see this printer installed or be able to print to it. They will need to go to the print server and add the printer themselves to use the printer.

Step 1: Access the CSU print server webpage

1. Open **Internet Explorer** and navigate to <https://itservices.csu.edu.au/printerdeployment/>

This page will list all printers available to a staff member, along with a description and their location.



The screenshot shows a webpage titled "All Printers on printww02". It contains a table with the following columns: Name, Status, Location, Jobs, Model, and Comment. The table lists several printers with their respective details.

Name	Status	Location	Jobs	Model	Comment
Wagga_Sch Education Upstairs_HP 4350	Ready	School of Education, Building 27, Wagga	0	HP Universal Printing PCL 5	phww01:w-sched-upstairs-bw
Wagga_Sch Education Ricoh MP 4500	Ready	Building 27, Wagga	0	Ricoh Aficio MP 4500 PS	w-sched-mopier-bw
Wagga_Sch Education Ricoh MPC2800	Ready	School of Education, Building 27, Wagga	0	RICOH Aficio MP C2800 PCL 6	phww01:w-edu-mpc2800-colour
Wagga_Sch Education Ricoh SPC232SF	Ready	School of Education, Building 27, Wagga	0	RICOH Aficio SP C232DN PCL 6	w-education-pr
Wagga_Sch Finance_Canon iR3200	Ready	Building 28, Wagga	0	Canon iR C3220 PCL5c	wsch-fin-canon
Wagga_Sch Infostud_HP 4350	Ready	Micro Room, Building 5, Wagga	0	HP Universal Printing PCL 5	phww01:w-infostud-bw
Wagga_Sch InfoStud Ricoh MPC4500	Ready	Building 5, Wagga	0	Ricoh Aficio MP C4500 PCL6	w-infstud-mpc4500
Wagga_SPAN Phaser_Xerox 8560	Ready	SPAN, Building 10, Wagga	0	Xerox Phaser 8560DN	wsplan-phaser

Print server webpage – Printers and their descriptions

2. **Browse** through the list of available printers and click on the **printer name** of the required printer to show more options.

Step 2: Install the required printer

3. Once on the web page for a particular printer, click **Connect**. This is listed under **Printer Actions** on the left side of the page and will install the printer on your PC (see following page).

Wagga Inland Health_Ricoh MP161spf on printww02

Printer Queue: **Ready** Waiting Time: 0
Pending Documents: 0

VIEW

- [Document List](#)
- [Properties](#)
- [All Printers](#)

PRINTER ACTIONS

- [Pause](#)
- [Resume](#)
- [Cancel All Documents](#)
- [Connect](#)**

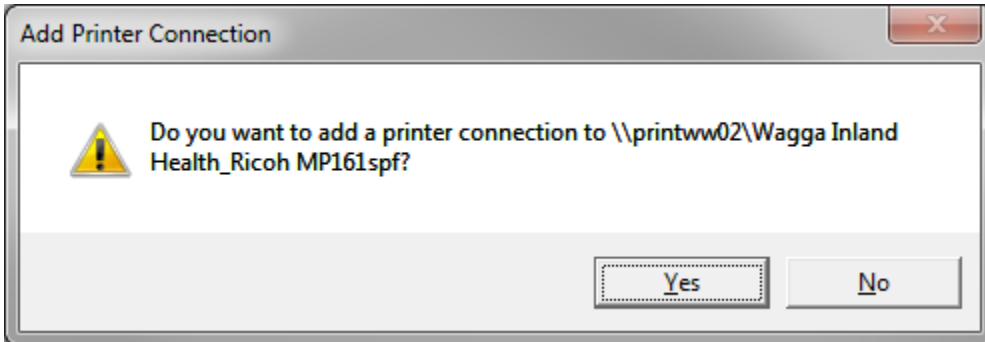
DOCUMENT ACTIONS

- [Pause](#)
- [Resume](#)
- [Cancel](#)

Document	Status
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Print server webpage – Connecting to a printer

- When prompted to **Add Printer Connection**, click **Yes**. This will create the printer on your PC and install an appropriate driver from the print server.



Add Printer – Confirmation

- Once installed, you are notified and given a link to open the Printers folder in the Control Panel.



Success notification

6. You may view the installed printer by clicking on the link provided in the notification screen.



7. You can also **see installed printers at any time** by going to **Control Panel** and selecting **Devices and Printers**.

START menu > Control Panel > Devices and Printers



Control Panel – Devices and Printers