

Windows

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Installing

Use these instructions for your personal Windows computer or on CNF Windows computers if the printer does not automatically appear in the list of printers.

The below instructions will only work while connected to the Cornell network.

1. On your desktop, double-click [My Computer](#) or run File Explorer (Windows 8 or 10) or Windows Explorer (Windows 7). Please note that we are NOT talking about Microsoft's browser, which is called Internet Explorer.
 - a. In the UNC field (the wide text field at the top of the window), type in the following Windows UNC:

\\rs-cnf-wp1.cnf.cornell.edu

OR

the full UNC path shown below for the individual printer

- b. then press [Return](#) or [Enter](#) on your keyboard.

(note that not all printers are available to all users)

Printer Name	Windows UNC	Accessible by
Cad Room	\\rs-cnf-wp1.cnf.cornell.edu\CNF_Phillips_CAD_Color_Laserjet	CNF Users & Staff
Togging	\\rs-cnf-wp1.cnf.cornell.edu\CNF_Duffield_Togging_Color_Laserjet	CNF Users & Staff
Visitor Office	\\rs-cnf-wp1.cnf.cornell.edu\CNF_Duffield_Grad_Ofc_Color_Laserjet	Staff & Users with Visitor Office Access
Konica	\\rs-cnf-wp1.cnf.cornell.edu\CNF_Duffield_Copier_Color	CNF Staff Only
Office 250	\\rs-cnf-wp1.cnf.cornell.edu\CNF_Duffield_250_Color_Laserjet	CNF Users during normal CNF office business hours (CNF Staff anytime)
Office 262	\\rs-cnf-wp1.cnf.cornell.edu\CNF_Duffield_262_Color_Laserjet	CNF Staff Only

2. Wait a bit.
3. For non-CNF-managed Windows, when prompted, enter your [NetID@cornell.edu](#) address or your [GuestID@cornell.edu](#) address and related password. Make sure to include the "[@cornell.edu](#)". You can also use: CORNELL\NetID or CORNELL\GuestID (capitalizing "CORNELL").
4. Make sure [Remember my credentials](#) is CHECKED (if you do not check this box, you may get an "Access Denied" error when attempting to print).
5. If you did not type in the full individual printer path shown above, a window showing the available printers will appear.
 - a. Double click the printer you wish to install
6. Wait a while.
 - a. At this point, the various pop up dialogues informing of driver installation may go away and nothing else may happen. **OR**
 - b. When the printer status window opens, the printer has been successfully installed. You can close the printer status window.
7. You can go to the list of printers in Windows to confirm the printer is successfully installed.
 - a. Windows7: Start Menu Devices and Printers
 - b. Windows10: Start Menu Settings Devices Devices and Printers
8. Repeat these steps to install any additional printers.

Printing

CNF Managed Windows

If the printer is not in the list of printers, please follow the above instructions to install/connect to the printer – you won't be prompted to login to connect to the printer because you are already login'ed to the computer with your NetID/GuestID.

In the Print dialogue, select the printer.

If a printer on the old Net-Print system, the PaperCut software will prompt you for your username and password.

1. For your username, use your <NetID>@cornell.edu or your <GuestID>@cornell.edu . The "@cornell.edu" is all lowercase.

Your document prints.

Other Windows

When you are ready to print, choose the **Print** command in your application and then select a Net-Print printer.

If prompted to login, enter your [NetID@cornell.edu](#) address or your [GuestID@cornell.edu](#) address and related password
Make sure to include the "@cornell.edu" . You can also use: CORNELL\NetID or CORNELL\GuestID (capitalizing "CORNELL").