

Installing Algonquin Printers on your Laptop

Students that pay the \$50.00 Technology Fee receive 1000 sheets of printing per semester. You are able to print from your laptop to numerous printers in the computers labs and classrooms.

NOTE: Before you print, you will need to make sure you are connected to the College's wireless network.

1. Go to *Start -> Run* (see *Figure 1*)

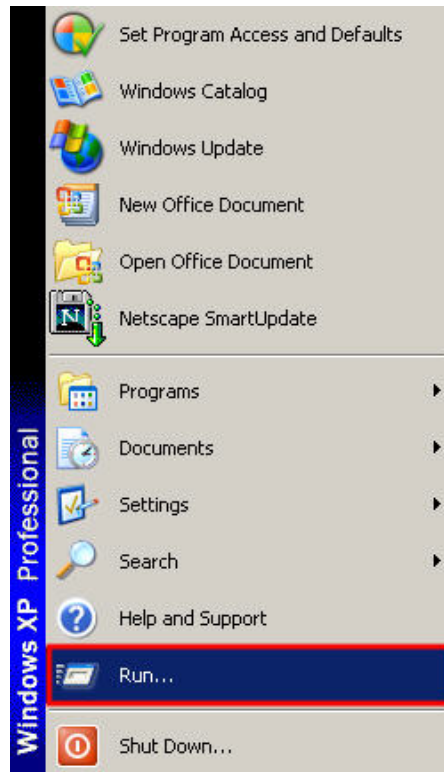


Figure 1

2. In the **run** box, type in `\\wopq1` (see *Figure 2*)

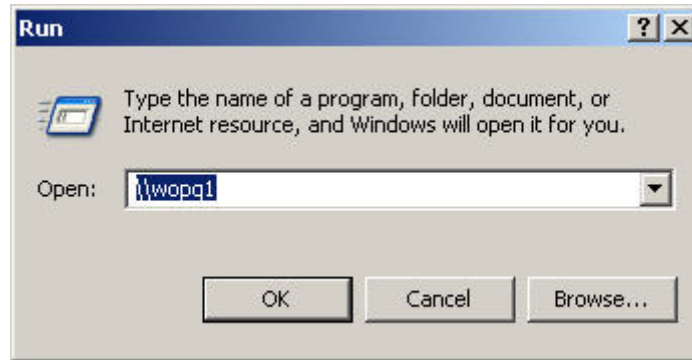


Figure 2

3. Click on **OK**
4. You will be prompted to log in with your Algonquin username and password Type in **woodroffe\user0001** in the username box and your password in the password box (*see Figure 3*)
5. Click on **OK**
6. The **Student Printer Queues #1 (wopq1)** box will open (*see Figure 4*)

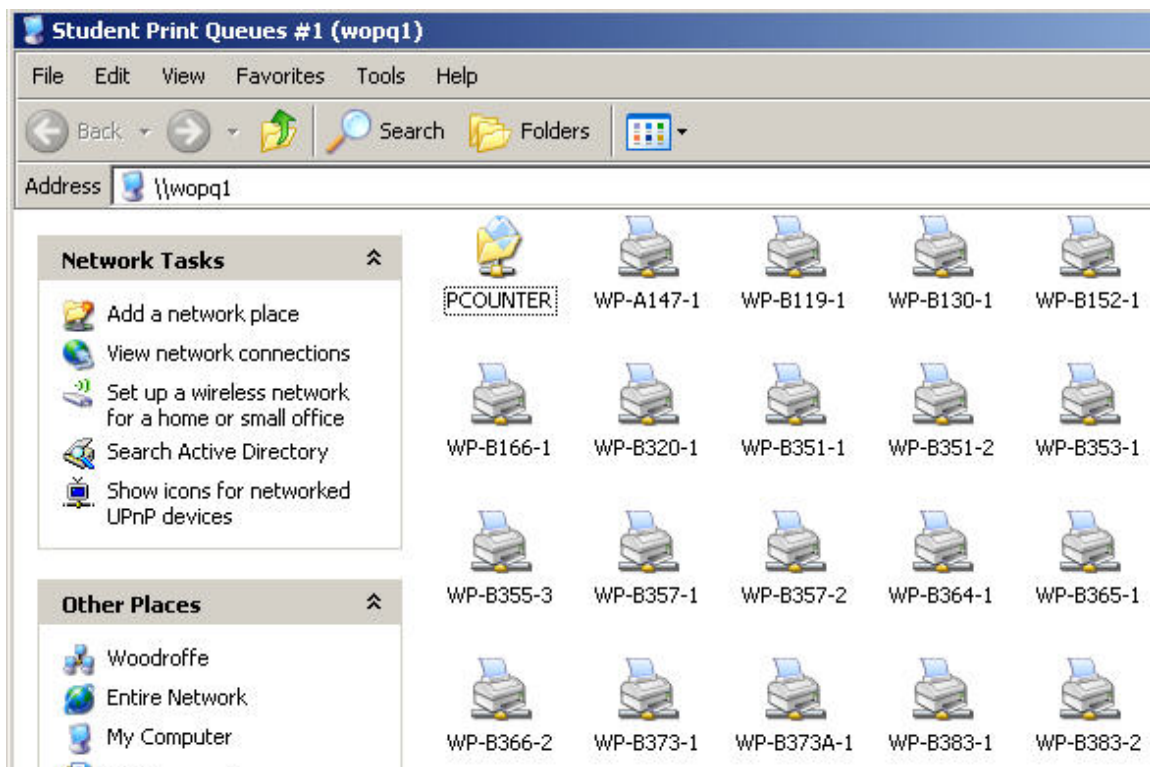


Figure 4

7. Leave this window open for now
8. Go to **Start -> Settings -> Printers and Faxes** (*see Figure 5*)

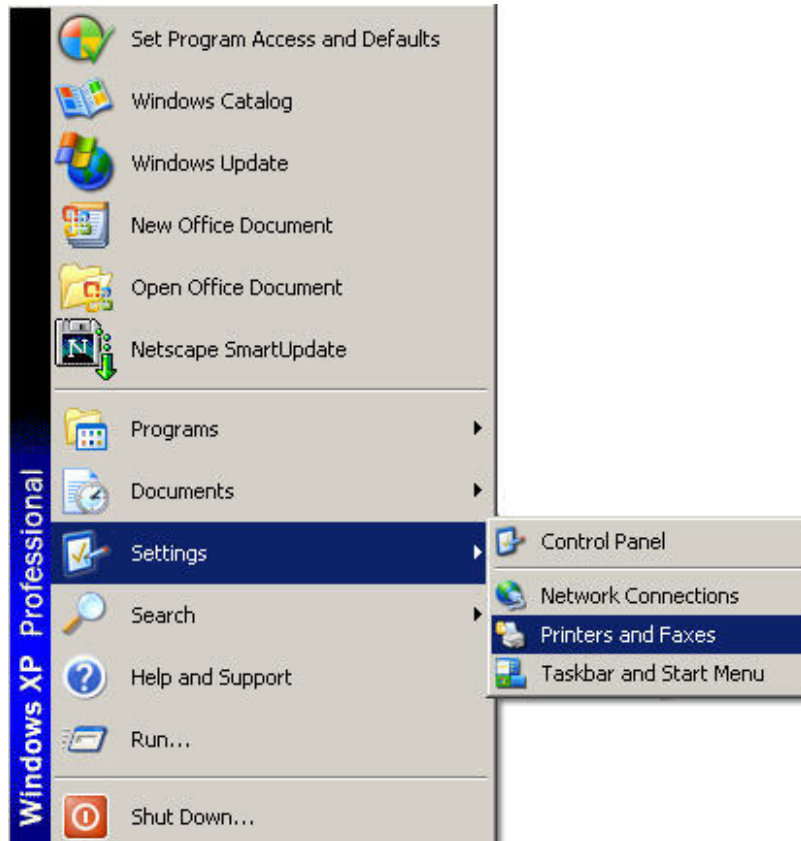


Figure 5

9. Your **Printers and Faxes** window will open
 10. Go back to the **Student Print Queues** window and click once on the printer(s) you want to print from and *drag and drop* the printer(s) to your **Printers and Faxes** window
- NOTE: You may have to resize both windows to see them at the same time**
11. Make sure the printer says ready before you send a print job to it (*see Figure 6*)

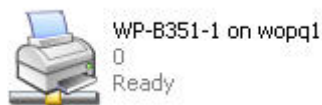


Figure 6

NOTE: Each time you reconnect to the College's wireless connection, you will need to go through steps 1 through 6 – you do NOT need to re-add the printers to your printers and faxes, you just need to re-authenticate to the printer server