Adding Printers to Your Personal Computer

Notice: For the easiest experience, the School of Architecture recommends using the IllinoisNet network. This method only works with Windows operating systems. Unfortunately, the current software that is used to charge print accounts is not compatible with the Mac operating system. This issue should be resolved at the beginning of 2014-2015 school year when the software is switched.

Adding a Printer:

Step 1) Open “My Computer.”

Step 2) In the address box, enter “\arch-lab-nts\”. You will then be prompted to enter your user name and password.

Step 3) Enter your UIUC NetID and your AD password (the same password you use to login to the School of Architecture lab computers). When entering your NetID, make sure you preface it with “uiuc\”, as shown in the illustration below. Do not forget to check the “Remember my password” box; this setting enables your print account to be charged when printing to a School of Architecture printer. If this is not checked, print jobs sent to School of Architecture printers will silently fail.

Note: If you are using Windows XP Home, you will not have the option of saving your password, meaning that you will need to repeat the previous steps each time you wish to print. If you use XP Home Edition, we find it convenient to make a shortcut on the desktop to “\arch-lab-nts\”. To do this, right click on the desktop and select “New” > “Shortcut”. For the location, enter “\arch-lab-nts\” (without the quotes). By double clicking this shortcut, a prompt for logging in will appear.

Step 4) After logging in, you will be presented with a list of printers to choose from. Simply double-click the printer you wish to use and install on your machine. After selecting a printer, a dialog box will appear asking whether to trust the drivers which will be installed automatically with the printer – click “Yes.”

Step 5) Go to your application and print.

If you have any questions, please feel free to stop by TBH 20 during staffed ours or email us at arch-printing@illinois.edu.

-Arch-Printing