How to Install a Printer on Your Windows Computer (Printing, Printer)

PLEASE NOTE:

Before you begin this process, be sure you are logged into your Windows computer with your full email and password - not logged in with pin or facial recognition.

You must be connected via ethernet cable or on Marauder WiFi. You cannot connect to printers from Marauder Guest or Marauder BYOD.

MAC USERS

Please call the Help Desk at X-7777 as we have to install it for you.

IF THE INSTALL GETS INTERRUPTED

If the install gets interrupted, see below. The more information you can garner prior to calling the Help Desk will help the troubleshooting process.

- PASSWORDS: Have you recently changed your password? If so, are you logging into your computer with your old password or your new password?

- FIX YOUR ACCOUNT: Have you been receiving prompts to Fix your Account from Microsoft? If so, please go ahead and Fix your Account.

IT’S STILL NOT PRINTING :(

- OLDER DRIVERS: Older Copier drivers may still be loaded on your desktop - be sure you are selecting the new Copier driver even when printing former documents (they will retain the older driver)

  Copier Name plus "on printing.millersville.edu"

Printers & scanners

- BOYER IT Color Ricoh IT4142 on printing.millersville.edu

- STUDENT WORKER?: Are you a student worker on a shared computer? Please add that to your Help Desk ticket so you can be added to the proper security group.

COPIER IS NOT LISTED

Copiers will continue to be added to the list. Please check back.

QUICK PRINT FROM FLASH DRIVE

Printing directly with a flash drive from the copier is always an option. See link below from our information wiki:

  Printing from USB flash drive to Ricoh Printer

MICROSOFT ACCOUNT PROBLEM

We need to fix your Microsoft account (your password has probably been changed). Select here to fix it in the Shared experiences settings.

NEED ADMIN PASSWORD: If you are prompted for an admin password when installing a Ricoh copier, exit from the installation and go to the Company Portal to use Admin By Request Workstation for short-term admin access and start the installation again.

Microsoft account problem

We need to fix your Microsoft account (your password has probably been changed). Select here to fix it in the Shared experiences settings.
1. Check your Windows Desktop for the Printing Icon - double click to open and go to Step 3

2. If the Printing Icon is not on your desktop, click on the Start menu and open **File Explorer**

   ![Start menu with File Explorer highlighted]

   Top apps:
   - Notepad
   - File Explorer
   - Outlook
   - Google Chrome

   Recent:
   - Printers & scanners
   - Company Portal
   - Control Panel
   - Command Prompt

   Quick searches:
   - Weather
   - Top news
   - Today in history
   - Coronavirus trends

   **Type here to search**

3. In the Address Box type `\printing.millersville.edu`

   Copiers are listed by either Building or Department and IT tag. The IT tag is located on the front panel of the copier.

   Find the copier and double click to install. If your copier is not listed here, check back again as we continue to add to the list.
4. When you print your copier will have the Copier Name plus "on printing.millersville.edu"