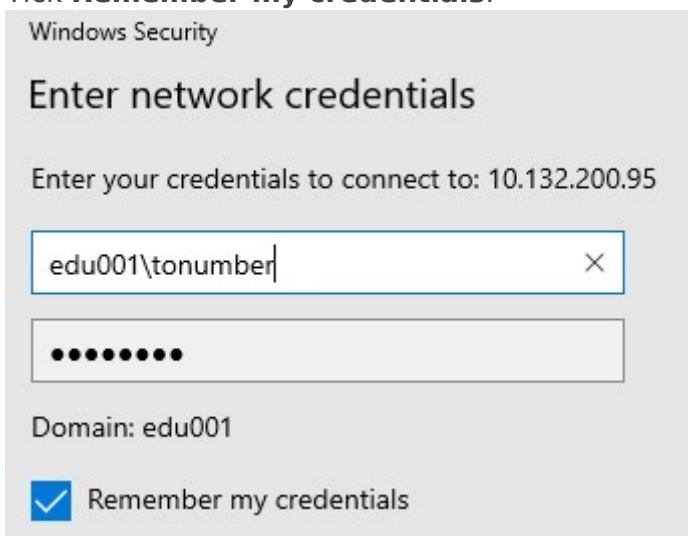


# How to Install Printer Windows

**You must be on Campus to install printers.**

1. Open the Run dialog: Press the Windows key and the letter "R" together (Win+R), or search for run in the Windows start menu.  
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2. In the Run dialog box, type \\10.132.200.95 and click OK. This will connect you to the print server.  
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3. Enter username and password: You will be prompted to enter your username and password.
  - **Staff:** edu001\tonumber and your DE password.
  - **Students:** edu002\username and your DE password.

Tick **Remember my credentials**.



4. File Explorer will open: Once you've entered the correct credentials, File Explorer will open, and you'll see a list of available printers.  
Double click the 8827-Follow-Me print queue. This will initiate the installation process for the printer on your device.

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5. Wait for printer installation to complete.

Updated 2026-03-06 04:04:19 UTC by 10020431