

Adding the SurreyPrint Queue

Windows Devices

The information in this guide will assist Windows users manually adding the SurreyPrint queue to their own device.

NOTE: To install the print queue you must be connected to the eduroam Wireless Service.

ADDING THE SURREYPRINT QUEUE TO YOUR DEVICE

1. Click on the Windows 'Start' icon.



2. Type\\PrintService\SurreyPrint

3. A 'SurreyPrint' driver will appear. Click on this to begin installing.



4. When prompted enter your device credentials and click 'OK

Enter net	work credentials	
Enter your cr	edentials to connect to: printservice.surrey.ac.ul	c
	[h]	
8	User name	
	Password	
	Domain: DESKTOP-1LM0506	
	Remember my credentials	

5. The printer settings will begin to install.

E Woodows Printer Installation	×
Connecting to SurreyPrint on printservice.surrey.ac.uk	
Looking for a driver	
	Cancel

6. Once this has completed you will be able to print from any applications in the usual 'File > Print' options.

NOTE: To install the print queue you **must be connected** to the eduroam Wireless Service.

If the full path does not work type \\printservice.surrey.ac.uk and press enter then double click on the printer in the list called SurreyPrint

