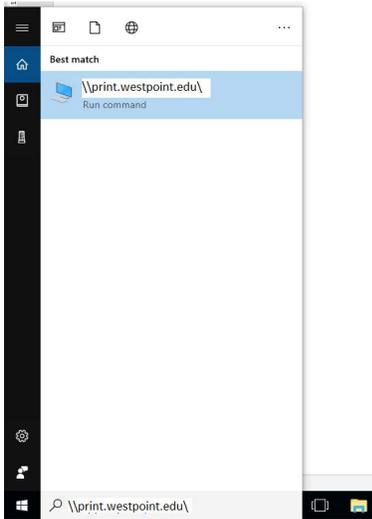
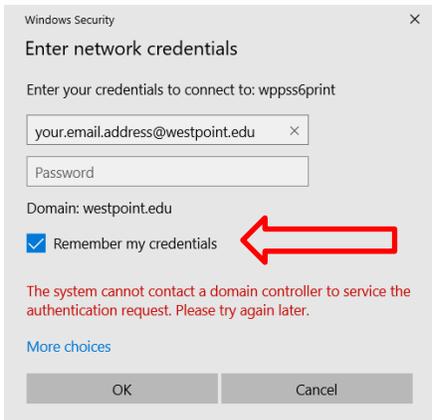


These instructions will allow you to add a WREN printer (westpoint.edu) to a DREN computer (usma.edu) until a new Enterprise printing solution has been implemented on the WREN.

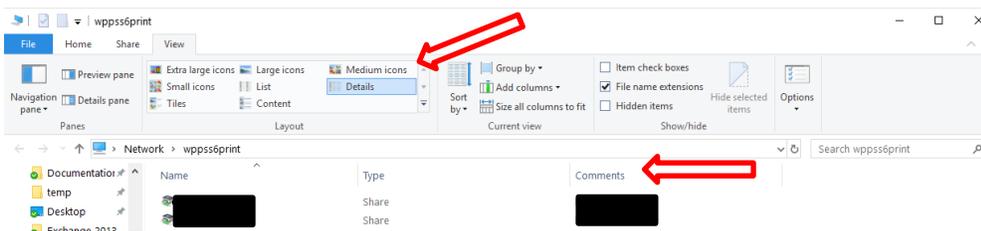
1. Before you begin you **MUST** be connected to the WREN wireless or wired network already.
2. Type the print server name **\\print.westpoint.edu** in the search box next to your Start button then hit the **ENTER** key



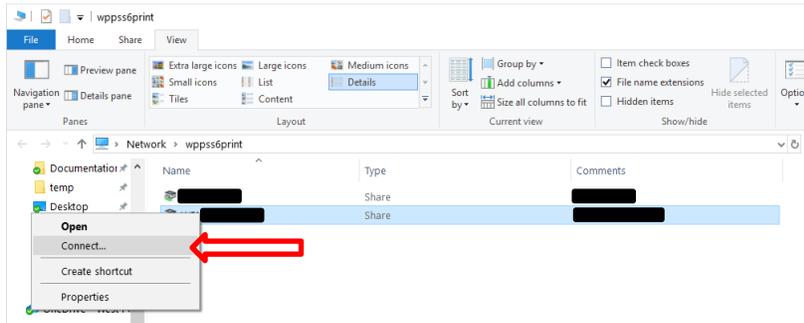
3. A credential box will open to connect to the print server. You need to **ENTER** your **westpoint.edu** email address and password and **SELECT** the box to **“Remember my credentials”** and click **OK**



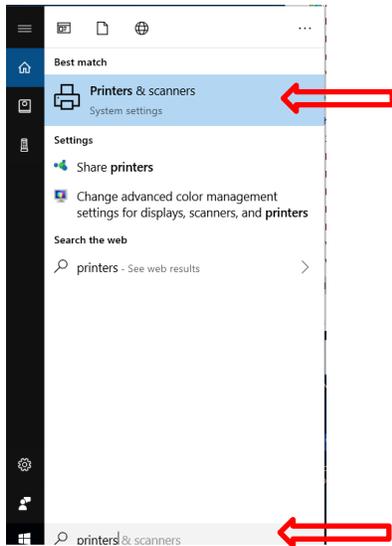
4. A list of available printers will show up. *You may need to select the **DETAILS** view in the ribbon bar to allow you to view the **COMMENTS** column to identify the printer location



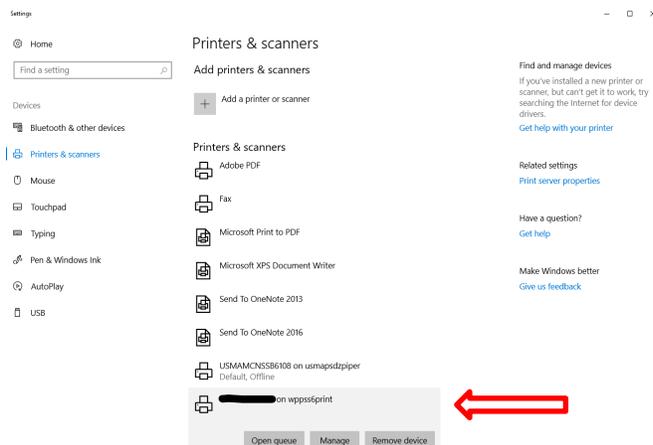
5. To install a printer **RIGHT** click it then choose **CONNECT**. Once installed you can close this window.

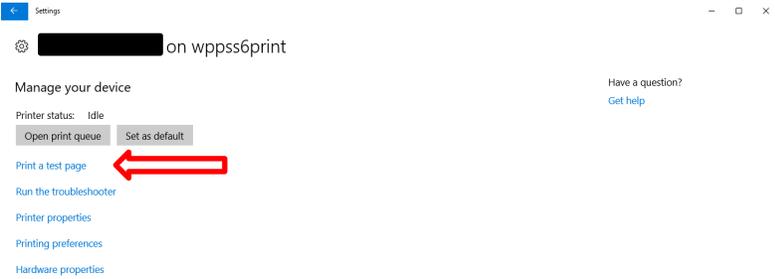


6. To print a test page after the printer is installed, start typing “**printers**” in the search box next to your Start button then click on **PRINTERS & SCANNERS** when it pops up in the results

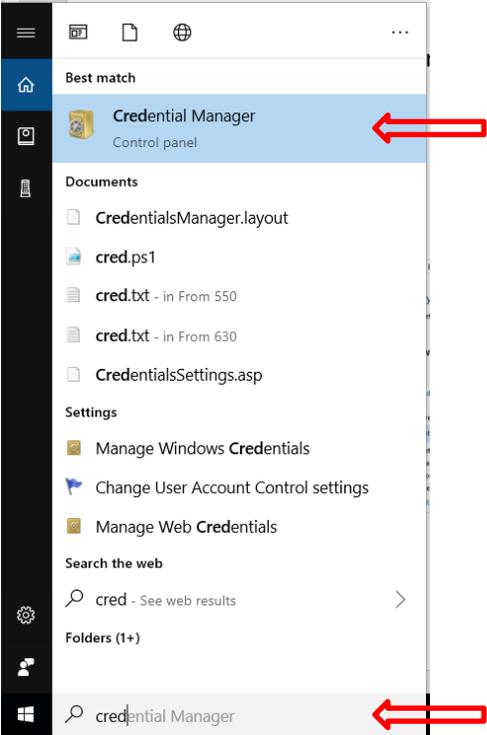


7. You should see the printer you just installed along with the list of printers you have previously installed on your computer. The WREN printer name will start with **WP**. Select it, then choose **MANAGE**, then select **PRINT A TEST PAGE** from the list under **MANAGE YOUR DEVICE**





8. *If you change your **westpoint.edu** password after you install a **WREN** printer you can update it in the Credential Manager. Start typing **CREDENTIAL** in the search box next to your Start button then click on **CREDENTIAL MANAGER** when it pops up in the results



9. Select the **WINDOWS CREDENTIALS** box and then under the Windows Credentials section, then expand the section next to the print server name and click **EDIT** and enter your updated password then click **SAVE**

