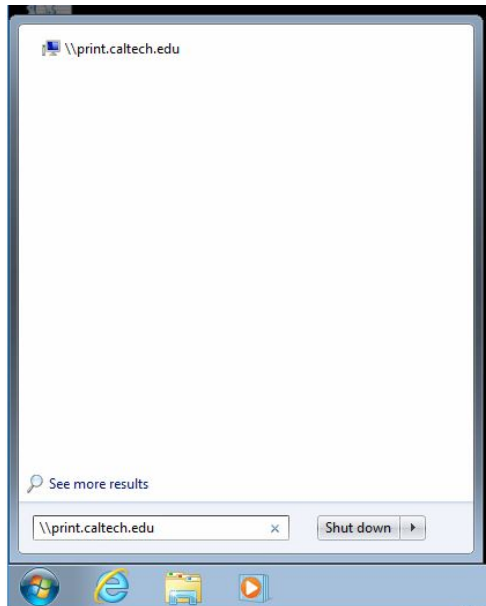


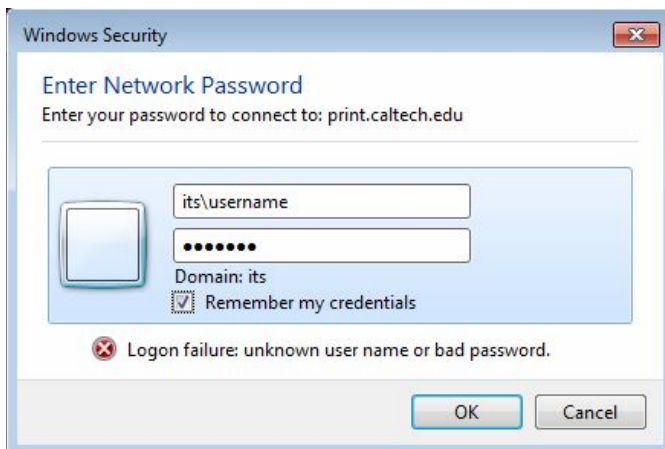
Connecting to an HSS Printer (Windows 7, 8, and 10)

NOTE: The images in these steps are for Windows 7, but they are similar in Windows 8 and 10.

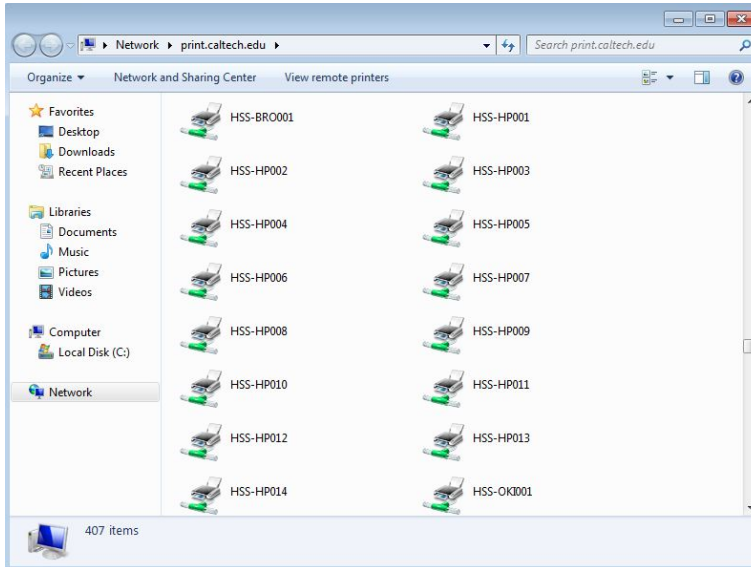
1. Go to the **START** menu, click on search, and type the following address: [\\print.caltech.edu](http://\print.caltech.edu)
PRESS ENTER



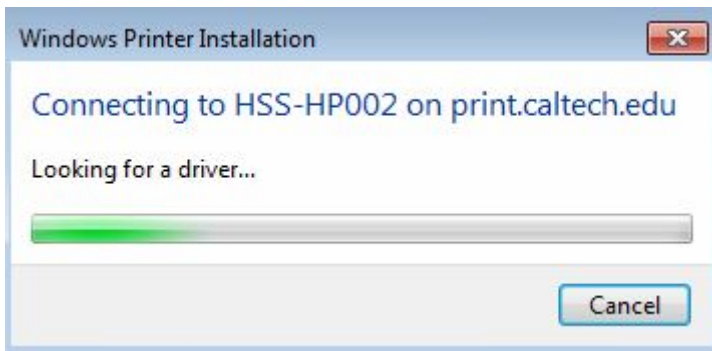
2. A box may appear asking for a username and password. Type in your Caltech username and password and check the box that says **"Remember My Credentials"**. Make sure to type your username with its\ in front of it (see image for an example). Skip this step if you don't see this Windows Security box appear.



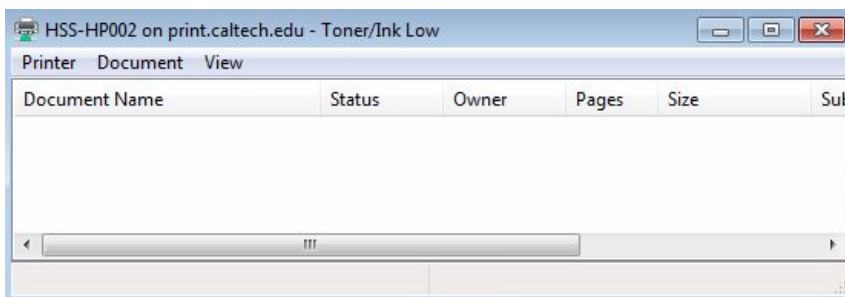
- The Print Server list will appear with a long list of printers to choose from. Scroll down until you get to the printers that start with “HSS”. If you don’t know the name of the printer check the printer itself and it will be on a sticker that has the Caltech logo on it. **DOUBLE-CLICK** the printer when you find it in the list.



- A **Windows Printer Installation** box will appear to download the driver and connect the printer.



- Once that box disappears it will open the print queue (see image). This means the printer is installed and ready to use. Try to print a test page.



**** If you have any issues please contact the IMSS Help Desk at x3500 or email help@caltech.edu**