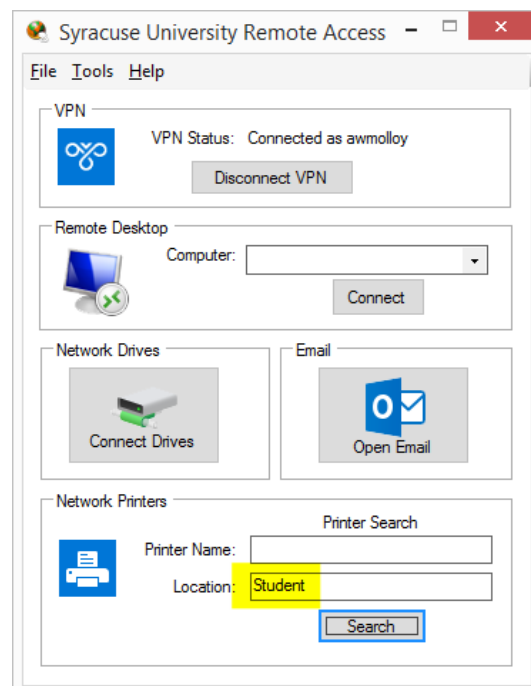
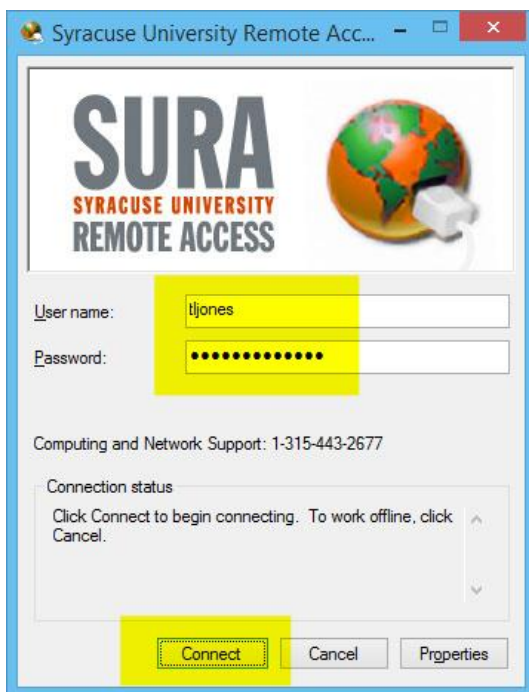


How to add the network printers on Windows (for students)

1. Enter the following link in your browser's address bar to download SURA, which is a small program that will connect you to the printers. Supply your NetID credentials when asked, and the download will begin.

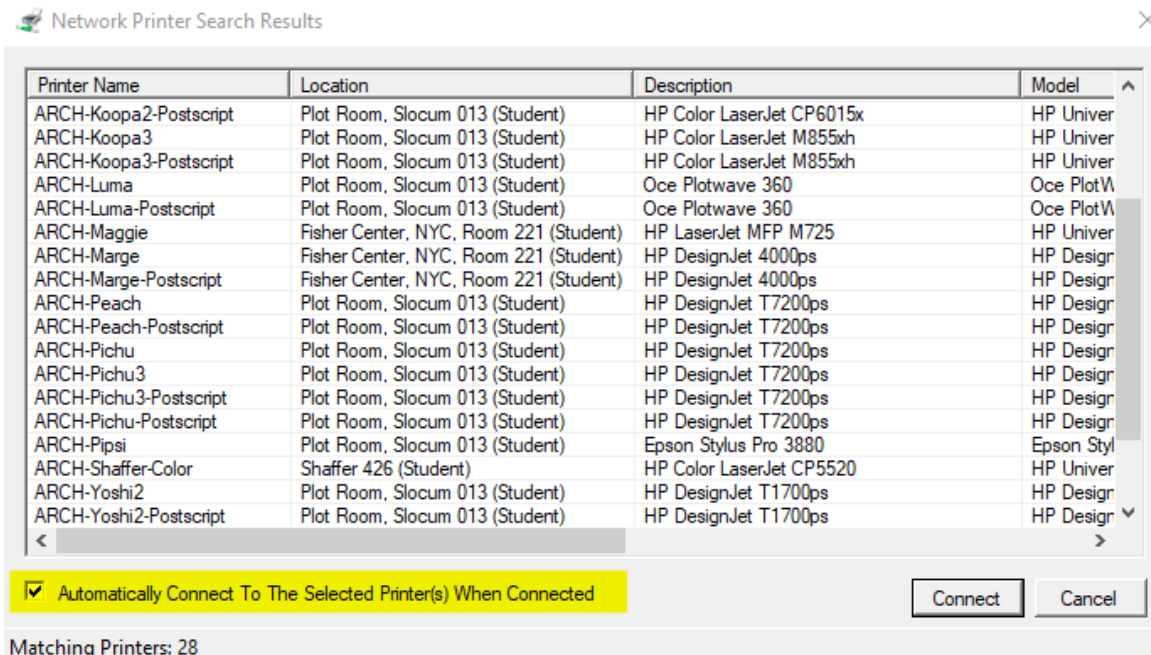
<https://sura.syr.edu/Download/>

2. Save the SURA file to your desktop. Then double click SURA to run it.
3. Enter your NetID credentials and click Connect.
4. In the location box, enter Student, then click the Search button.



5. A list of printers will be displayed. You can pick as many as you want, but the first time you add each type, there will be a delay as the driver is downloaded. Wait for it. We recommend you pick a few to start. Ctrl-click to select more than one.

After you select a few, enable 'Automatically Connect to the Selected Printer(s) When Connected'. This means the next time you sign into SURA, the printers will automatically appear on your computer and you won't need to search for them. Handy!



- Henceforth, whenever you want to print, sign into SURA as in Step 3 and then keep the window open or minimized (don't quit it or disconnect as you won't be able to print). This will load the printers that you previously set up and you won't need to go through the other steps (unless you want to add a new printer).
- Here's a list describing each printer.

Printer name	Model	Type
ARCH-Bowser	HP LaserJet 9040	B&W laser
ARCH-Bowser2	HP LaserJet 9050	B&W laser
ARCH-Koopa3	HP Color LaserJet M855xh	Color laser
ARCH-Koopa3-Postscript	HP Color LaserJet M855xh	Color laser
ARCH-Koopa4	HP Color LaserJet M855xh	Color laser
ARCH-Koopa4-Postscript	HP Color LaserJet M855xh	Color laser
ARCH-Luma	Oce Plotwave 360	B&W large format
ARCH-Luma-Postscript	Oce Plotwave 360	B&W large format
ARCH-Peach	HP DesignJet T7200ps	Color large format
ARCH-Peach-Postscript	HP DesignJet T7200ps	Color large format
ARCH-Pichu	HP DesignJet T7200ps	Color large format
ARCH-Pichu-Postscript	HP DesignJet T7200ps	Color large format
ARCH-Pichu2	HP DesignJet T7200ps	Color large format
ARCH-Pichu2-Postscript	HP DesignJet T7200ps	Color large format
ARCH-Pichu3	HP DesignJet T7200ps	Color large format
ARCH-Pichu3-Postscript	HP DesignJet T7200ps	Color large format
ARCH-Yoshi2	HP DesignJet T1700ps	Color large format
ARCH-Yoshi2-Postscript	HP DesignJet T1700ps	Color large format

Shaffer Studio (only)

ARCH-Shaffer-Color HP Color LaserJet cp5520 Color laser

NYC Printers (only)

ARCH-Bart-Postscript HP Color LaserJet 5550 Color laser
 ARCH-Homer2 HP DesignJet T1530ps Color large format
 ARCH-Homer2-Postscript HP DesignJet T1530ps Color large format
 ARCH-Lisa-Postscript HP DesignJet T7100ps Color large format
 ARCH-Maggie HP LaserJet M725 B&W laser

How to release your print job

- Send your print like normal
- After your job finishes spooling, release your print using the PaperCut web page
- Open up a web browser and go to <https://arch-print.syr.edu> and login with your NetID credentials. Bookmark this page for future reference.



- After logging in, release your job from the Jobs Pending screen.

