1. Go into Control panel and make sure you are viewing by “Large Icons” in the upper right hand corner. Click on the “Credential Manager”.

2. In Credential Manager, click on the “Windows Credentials”
3. Under Windows Credentials you want to “Add a Windows Credential”.

4. In the “Internet or network address” type in “iprint.chem.washington.edu” (no quotes). In the User Name field type in “NETID\<yournetid>“ (Example: if your netid is “jsmith” you would type in “NETID\jsmith” – no quotes) In the password field type in your NETID password and click the OK button.
You can now add a network printer from IPRINT with the following directions.

1. Go into control panel and choose “Devices and Printers”

2. Click “Add a Printer”
3. Windows will search for a printer, but you can click “The printer that I want isn’t listed” at anytime.
4. Check the “Select a shared printer by name” and type in the following:

\iprint.chem.washington.edu\n
If you wait a moment after you press the last “\” the list of available printers should show up. However if they don’t (or if you don’t want to wait a moment) you can type in the following for the specific printer you want.

For Bagley 129 Color printer: \iprint.chem.washington.edu\BAG129_RICOH_C307_COLOR
For Bagley 129 B/W printer: \iprint.chem.washington.edu\BAG129_HP4200
For Chemistry 304 B/W Printer: \iprint.chem.washington.edu\CHB304L_HP4014

When you click next windows should find the software drivers and install them automatically.