

Connecting to Shared Printer **MAX-STAT-LASERJET** (located on the second-floor hallway)

Note: Your computer must use the wired network or “Rice Owls” Wifi.

Windows:

1. Go to Start Menu and in the text box, type in:

[\\printing.rice.edu](http://printing.rice.edu)

2. If your computer is not on ADRICE domain, it will ask you for your credentials. It will be your Rice NetID and password:

Username: ADRICE\<netid>

Example: ADRICE\ab123

Password: <netid password>

Check “Save password”

3. Once you are in, you can double click on any of the printers on the list to add them to your computer. In this case, look for MAX-STAT-LASERJET

For Mac:

1. Go to System Preferences
2. Go to Printers and Scanners
3. Click on + to add printer
4. Click on IP Tab
5. For Address, type in: 10.128.46.226
6. Leave Protocol as Line Printer Daemon – LPD
7. Name: MAX-STAT-LASERJET
8. Use: HP LaserJet P3010 Series (this will be auto selected)
9. Click “Add”