


How to configure Jacobs network printing on Windows

If you are working on a [JACOBS domain computer](#), you need to be logged in with your [JACOBS user account](#).

If instead you are working on any other Windows computer, you need to authenticate yourself with your [JACOBS user account](#) upon connecting to the print server !

The fastest way to setup the network printers is:

- Open an Explorer window (not *Internet* Explorer, but only Explorer, keyboard shortcut Windows-E), e.g. "My Computer"
- in the "Address" bar enter (or copy & paste from here): <\\sprint01.jacobs.jacobs-university.de>
- a new window opens, listing shares and printers
- double-click on "QpilotKonica"
- eventually, a window pops up to install the printer, click "Yes" and wait a few seconds
- a window pops up showing the printer queue

 You can now use that newly configured printer in any print dialog of Windows.