

## Mapping and Setting a Default Printer

AgIT Operations

FAQ No. S1.1.44

### I do not have any printers showing when I try to print from any application.

The profile and X:\ Drive issues are resolved. You need to restart your machine for the changes to take effect. The printers may or may not map automatically. If they do not map automatically, refer to the section called *Mapping Your Printer*. To establish a default printer, see the section on *Setting a Default Printer*.

#### Mapping Your Printer

1. Click the **Start** button to open the Start menu.
2. Click the **Run** option.
3. Type [\\1144agadnt](#) in the text field and press **Enter**. A new window featuring the printer list appears.
4. Go to the **View** menu and select **List**.
5. The printer naming convention is as follows: **1144/building/room number/model number/driver**. Look for the room number and the model of the printer you would like to install.
6. Right click on that printer and select **Connect**.
7. A window will appear and then quickly go away. The printer is now installed and accessible.
8. Repeat these steps for each printer you would like to install.

#### Setting a Default Printer

1. Click the **Start** button to open the Start menu.
2. Click **Settings**, then click **Printers and Faxes**.
3. A new window will appear. Right-click on the printer you would like as your default printer.
4. Click the **Set as Default** option. A check mark appears next to the icon for that printer.
5. Close the window and you are finished.

### Contact Information

If you have any questions or concerns about this topic, please contact the AgIT Help Desk at (888) 226-2438 or (765) 494-8333, or visit our website at <http://agithelp.agriculture.purdue.edu/>.

Frequently Asked Questions

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