How to Install the AMSC Printer

(Windows)

1. Go to Devices and Printers in the control panel and select add a network printer. The name of the printer is “StudentsAMSC”.
2. Install the printer.
3. If the printer isn’t installed correctly try downloading the driver from:
4. Once the printer is installed right click on it and select “Printing Preferences”.
5. Go to the “Job Storage” tab and click on the Personal Job as shown in the figure.
6. Select your personal “PIN to print” 4-digit code and in the “User Name” put your name.
7. Ask your advisor to send an email to the printer administrator with your name and tamu email address requesting your access.
8. You will receive further instructions to your email address.
9. Now you can start using the AMSC printer.
10. At the printer login using the touchpad with your password and then go to “Retrieve from Device Memory” to release your jobs. Use your 4-digit PIN to unlock them.

Rules:

1. The printer is for AMSC students only.
2. Your password is personal. You are not allowed to share your password with other students.
3. Please do NOT send documents with over 100 pages.
4. If you fail to comply with the rules your password may be permanently revoked.