

For CGD supplied desktops and laptops, printers should be automatically installed for you. If that's not the case, or you are experiencing issues, please email help@ucar.edu.

To manually install a printer, select your operating system below:

macOS

1. Connect to the UCAR VPN or UCAR Internal
2. Open System Preferences > Printers & Scanners
3. Click on the "+" sign in the lower left pane and find the printer you'd like to add
 - a. If you don't see the printer listed, switch to the network tab of the Add Printer page. Check our [CGD Printer Locations](#) page and copy the IP Address of the printer you want and paste it into the address field. Use the IPP Protocol then continue to the next step.
4. Download and install the following driver if you want to print from our HP printers: https://support.apple.com/kb/dl1888?locale=en_US
5. Let macOS auto select the driver to use.
6. Click "add"

Windows

1. Connect to the UCAR network via GlobalProtect VPN, the UCAR Internal wireless network, or a wired ethernet connection.
2. Open File Explorer
3. In the address bar, enter \\print1.nwsc.ucar.edu
4. Printer names should have their room number, ie ML-202. Double click a printer near your location to install it on your device
5. Once drivers have been automatically downloaded and installed, a window showing that printers queue (usually empty) should appear. That means you are ready to print.
6. Return to the application you'd like to print from and you should see the new printer listed. If not, try restarting the application to update the list of available printers.

Linux

Print drivers for linux systems are already installed. To print, simply select the printer from the Print dialog box in your application.

You can also submit jobs at the command as follows:

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lp -d printername filename
```

For more printing options, do a "man lp" on the linux system.