Step 1: Log in to the NTU Network, at the windows desktop taskbar:

For Windows 7:
Click on button

For Windows 8.x above
Click on button + “R”

For Windows 10:
Click on button

Step 2:
Type in \{printer server\} at the Search Bar then click OK

** Please refer to Page 2 for the list of respective printer servers under different vendors

Step 3:
Select your desire {print queue} and click on the right mouse button and choose “Connect”. The printer drivers will be installed automatically.

Note: you must have admin right on your laptop.

Upon successful installation, you should see the printer queue icon on your “Devices and Printers” folder.

You are now ready to send your print job from your laptop.

Step 4:
Proceed to the respective print release station to make payment and release/collect your printout. Please contact the printer vendor if you have any doubt.
To install the printer on your laptop, choose the printer queue name from the respective print server above and right click mouse button and select “Connect”. The printer driver will be automatically installed. (Note that you must have admin right on your laptop). Upon successful installation, the queue will appear in your printer and device folder. You are ready to send your job to the queue.

* Note: Above printers are only accessible when connecting to NTU network via WiFi or VPN.