Adding ME Printers in Windows 7

You must be connected to the Purdue Network (via VPN, Pal 3.0 or a wired connection) before you will be able to add printers.

Use the ME Login program to connect to your ME accounts. If you do not have the ME Login program installed you can install the program from the MECL website (https://engineering.purdue.edu/MECL/MELS/).

NOTE: You must have an ME account and be on a wired Ethernet connection on the ME network to download the ME Login program.
Once you have connected through ME Login, go to your Start menu (hit the Windows Key or look in the lower left corner of your desktop) and type “Devices and Printers” into the search field. Select the first search result.
In the Devices and Printers window select *Add a printer* near the top of the window.

In the Add Printer window select *The printer that I want isn’t listed.*
On the next screen choose the *Select a shared printer by name* radio button and type in \\
meprint64.ecn.purdue.edu\printername where *printername* is the name of the printer you want to add. It may produce a dropdown list of available printers to choose from.

Hit Next and your computer will install any necessary printer drivers and add the printer. Hit Next when it finishes adding the printer and you will have the option of selecting the newly added printer as your default. Select Finish to return to the Devices and Printers window to add any additional printers.

Note: You will need to use the ME Login program to connect to the print server when you wish to print. You will only need to do this once upon logging into your computer.