Adding ME Printers in Windows 8

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.
Go to your Start Screen (hit the Windows Key) and select the search icon in the upper right corner.

Type in “Devices and Printers” and select the first result in the list.
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.