How To Add The Student Global Print Queue To Your PC

1. Double click on the “GlobalBW-PrinterSetup.exe” icon

2. Enter Yes into the prompt, which agrees to install the Global Queue

3. On the next screen, enter your username. Do not your full email address, only the username.

4. Read the directions on how to enter your password. Click OK.

   Note that it will not appear that you are typing, but it is accepting whatever you type, so be careful to type the correct password, then hit enter.

5. In the black dialog box, type in your password and press enter.

```
C:\Windows\System32\cmdkey.exe
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Enter the password for 'capital\rahern' to connect to 'prnserv02':
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6. The last screen tells you want to do when you change your password, please read carefully.

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On your next password change...
1) What we just did will break and you will not be able to print to the Global Print Queue until you update it. The Help Desk will have instructions for updating this to your new password.
2) OR you can also perform this setup again as it will clear the old password and set the new password.
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Click OK to proceed and please wait for the 'Done' message box.