Installing Printers

FOR MICROSOFT WINDOWS 7,8,10
Opening the Printers in explorer

- Press Windows Key + R to open the run dialog
- Type the following address verbatim:

\w-prt-student.ad.ufl.edu

Press OK.
Double Click on the Printer you wish to install
Entering Credentials

- If this is your first time installing a printer, it will ask you for your username and login. This information is your GatorLink Account information.
- Please note: you must append "UFAD\" to the front of your gatorlink username.
- For example: JohnSmith@ufl.edu, password123
Finished!

- Once the dialog box has disappeared, your printer should be installed.
- To print, simply check your program for HGS230, HGS330, or GER114.
Installing Printers

FOR MAC: MAVERICKS ONWARDS
Click on system preferences...
Click on “Printers & Scanners”
Click on the “+” sign
Right click and click “Customize Toolbar...”
Right click on the “Advanced” icon
Click on Add “Advanced” and then “Done”
Change type to "Windows printer via spoolss"
Add the rest of the info for the correct printer

GERSON 114 (GERSON LOUNGE)

HGS 230 (HOUGH SECOND FLOOR)

HGS 330 (HOUGH THIRD FLOOR)
Click “Add” at the bottom of the window
Check “Duplex Printing Unit” and click “OK”
Click “Open Print Queue...”
This window should pop up...
Located at the very top of your screen, click printer and then click “Print Test Page”
Login using your gatorlink credentials

There are multiple login method, which will be listed here in the order they should be attempted. Once of these methods works you don’t have to use the other methods.

1. Name: Gatorlink@ufl.edu
2. Name: ufad/gatorlink
3. Name: Gatorlink

Your gatorlink password should be the same regardless of the name you use
Remember to check “Remember this password in my keychain” and press ok