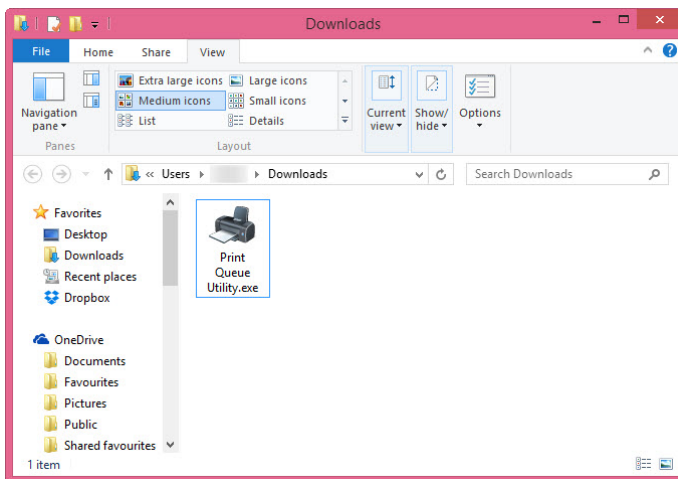# Satellite / Barn Printer - Windows 7/8/10 Setup Instruction
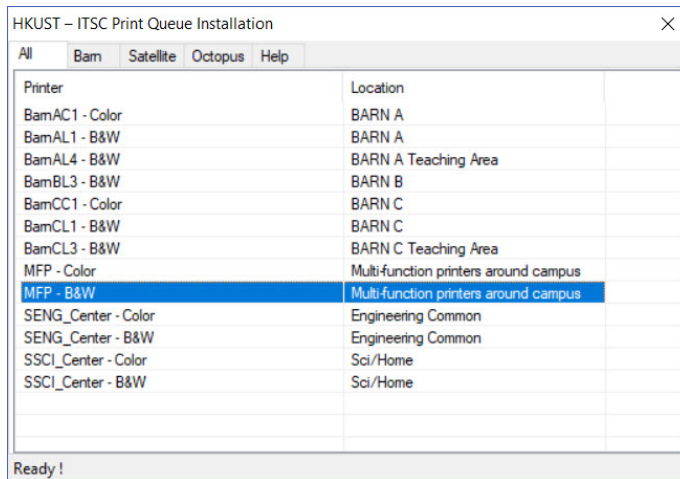
You can print to any printer in computer barn or satellite printer in the campus using your own Windows 7/8/10 notebook with the following installation steps:

If you would like to use the Multi-function printer (B&W or Color), please follow this setup guide and skip the following steps - https://www.papercut.com/products/ng/mobility-print/manual/setting-up-your-devices/windows/
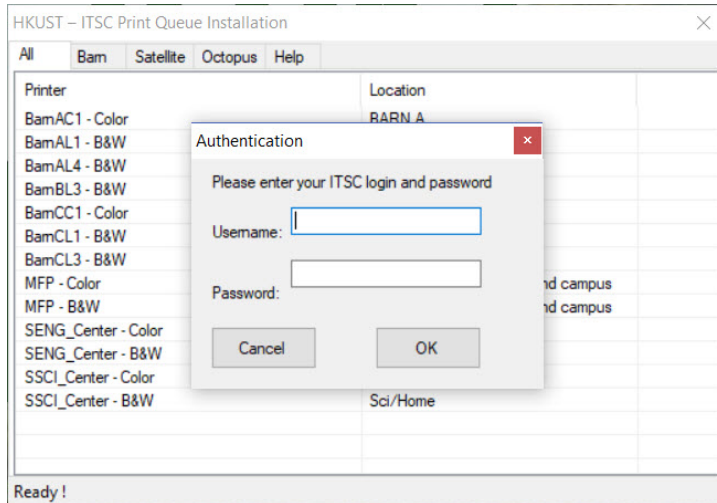
1. If you would like to use the SCI/Home, E2I common's printer, Download the program from our server with this link: http://itscapps.ust.hk/pqueue/Print%20Queue%20Utility.exe
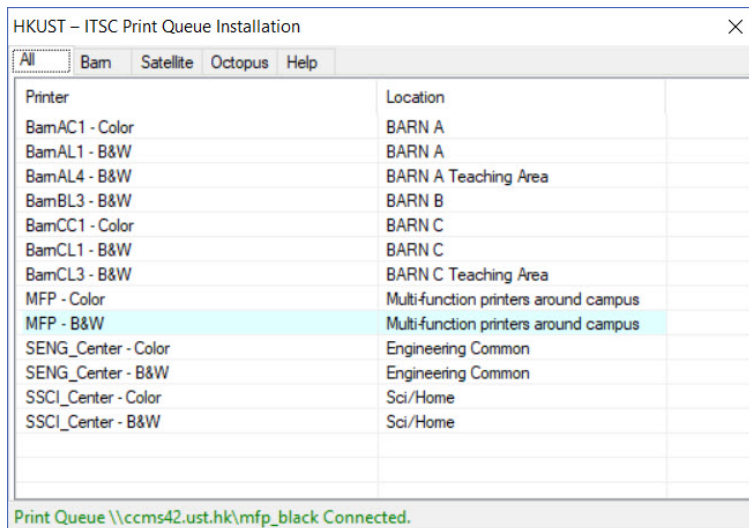2. You can move the program to the desktop for future use

3. Open the program by double click on it and you will see a list of available printers can be added
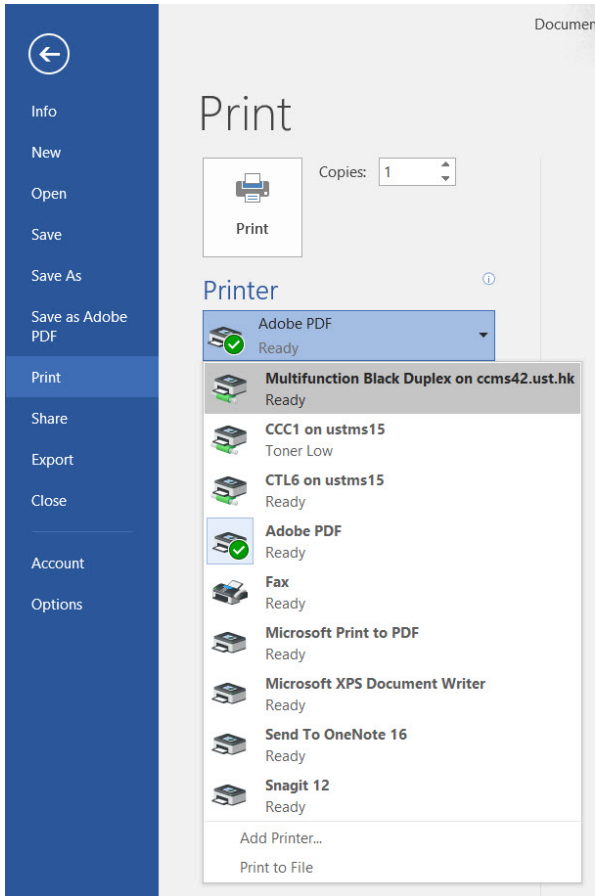

4. Double click the printer you would like to add and you will be asked for the ITSC login and password

5. If you enter your password correctly, the printer will be added to your PC and you can use that from now on

6. You can select that printer to print in any application and setup different printing properties as needed (duplex, 4 pages in 1 etc)

7. You can also remove the printer using the utility by right-click the printer name and select "Remove Printer"