
Adding a Windows gateway printer to your desktop

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A Windows gateway printer is a printer that you add to your desktop the same way you add any other printer. The difference is that when you send a print job to a Windows gateway printer, it doesn't go directly to a printer-- it goes to Infoprint Manager first. Infoprint Manager organizes everyone's print jobs by putting them in a print queue in the order that it receives them, then sends them all to the correct printers. In addition, if you have Infoprint Manager Notifications running on your workstation, Infoprint Manager will send you messages about the status of your print job.

Follow these steps to add a Windows gateway printer to your desktop.

- Ask your system administrator for the share name of the Windows gateway printer.
- Follow the standard instructions for adding a network printer to your desktop based on the operating system you use. (For example, on Windows systems, use the **Add Printer** wizard.) When you are prompted for the name of the printer to connect to, find or enter the share name from step 1.
- Once the connection to the Windows gateway printer is created, you can print to it just as you would to any other printer.