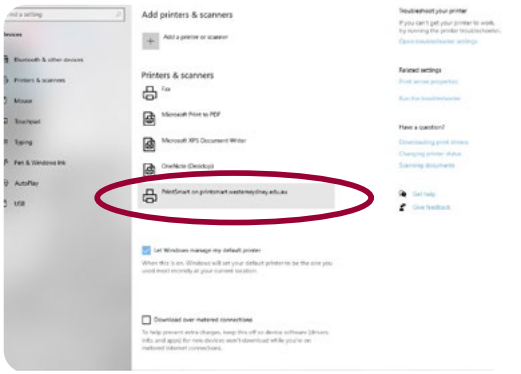
PrintSmart @ Western



How to Setup your PC to Print

If you are not sure whether your PC is ready to use for PrintSmart, please use this guides. Please note that this guide if only for University owned and managed devices.

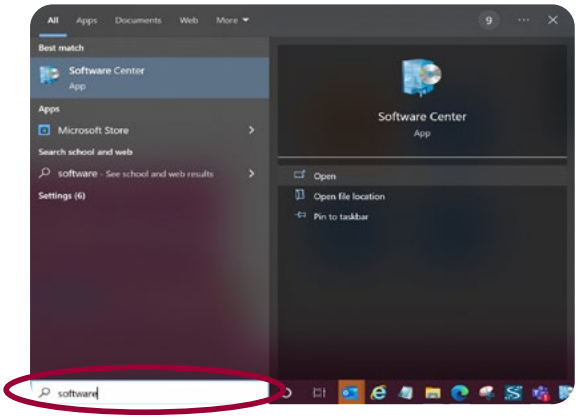
Check if you Already have the Print Queue on your PC



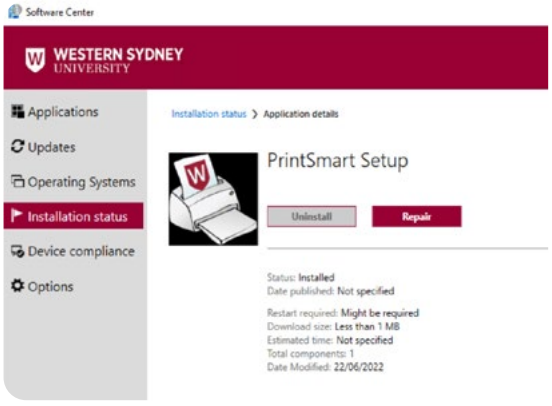
1. To check if you already have the print queue on your PC and that is it set up correctly, go to settings > devices > printers & scanners.

2. In **Printers & Scanner**s, if it is already there, you will see **PrintSmart on printsmart.westernsydney.edu.au** listed. If you see this, you are good to go and DO NOT have to setup your PC. If not, please proceed below.

Install the PrintSmart Queue from Software Centre

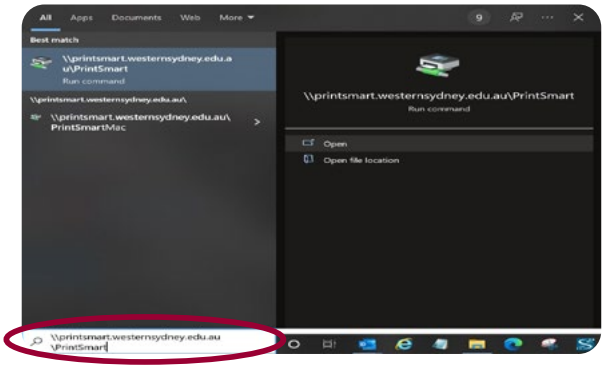


1. In the search bar, please type Software Center, then click on Open.



2. In Software Center please select Applications and locate PrintSmart Setup. Click on Install.

Setting up the Print Queue Manually



1. If you did not see PrintSmart listed, in the search bar, please navigate to **\\printsmart.westernsydney.edu.au\PrintSmart**

2. Click on open, and setup PrintSmart.

You are now ready to PrintSmart, and enrol your card, if you have not already. If you wish to check if the newly added Printer Queue is there, please go back to the first step.