

Connect to a Network or Shared Printer

Connect to a Network Printer:

- 1. To connect to a network printer, click the "**Start**" button. In the "Search Programs / Files" box type your appropriate location in the box as shown below:
 - $\underline{\scale control}$ \leftarrow SAC / CEC / DMC
 - $\underline{\sc cprint01}$ \leftarrow SCC / OEC
 - <u>\\districtprint01</u> ← District Office

₽ See more results		
\\districtprint01	× Shut down +	
🔊 🌔		

2. Make sure the printer list is showing details or "Comments." The details will be the description of the printer that starts with the location. If the Comments are not shown, click the "Change your View" lcon in the upper right corner. Select "Details" from the pull down menu.

File Edit View Too	ork + districtprint			Click to c	hange	+• Coarch districtprint	Q
Organize • Search	h active directory Network and Sha	ring Center View remote printers		the view			0
 ✓ Favorites ■ Desktop ↓ Downloads 	Name	Type Share Share	Comments OEC 176 Publications Xerox DocuTe OEC 176-09 Publications Xerox Wor	kch 6115 PS kCentre	La	tra Large Icons rge Icons edium Icons	
3. From	n the detailed prin	ter menu, double clicl	k on the printer to conne	ct.	Sn Lis De U U U U Co	es ontent	



Name	Туре	Comments
2 D01120F0A	Share	DIST 112 Facility Planning HP DesignJet 130m
at D04040808	Share	DIST 404-8 Accounting Laserlet 8000 Series
2 D0109000A	Share	DIST 109 Purchasing Xerox WorkCentre 5675
# D01090008	Share	DIST 109 Purchasing LaserJet 9050 PCL 6
# D0250000C	Charo	DIST 250 ITC Yarry World Centre Pro 238
# D0403000A	Share	DIST 403 Payroll Laserjet P3013 PCI. 6 (v5.4)
2 D0404010A	Share	DIST 404-1 BES Laserjet 500 M551 PCL 6 (v5

4. The system will install the drivers. This may take a couple of minutes.



5. Once the drivers have been installed, verify that the printer has been added. Click the "Start" button, then "Devices and Printers."



6. Verify that the new printer appears in the list.



7. To set the printer as the default, right click on the printer. Then select "Set as Default Printer."



8. A green check box will appear on the printer that is set as the default. The printer should be ready to be used.



9. Repeat these steps to "add" each network printer that will be used.

Connect to a Shared Printer:

1. A "shared" printer is a printer that is not connected to the network, but is connected directly to a computer. The printer must be set to share on the computer that it is connected to.

2. Click the "Start" button. In the "Search Programs / Files" box enter the computer name of the computer that the printer is connected to. Use the format: <u>\\<ComputerName</u>>.

\\d01010031	Computer Name	Shu	it down	•	
🤧 🩋 AOL M 🔅	1 🙆 🖬	Docum	🚮 Dat	atel	闷 Pr

3. The shared printer should appear in a separate window. Double click on the printer to connect.



4. The system will install the drivers. This may take a few minutes.

Windows Printer Installation	X
Connecting to HP 4250 on d01010001	
Downloading the driver	
Ca	ancel

5. This process will need to be repeated for each shared printer to be used.