

TechNote

Installing Network Printers in Microsoft Windows 7


This TechNote describes how to connect to network printers in the Freeman Network. Network-accessible printers are located in the computer labs in Goldring/Woldenberg Hall 1 and in the Breakout Room suite located on the second floor of Goldring/Woldenberg Hall 2.

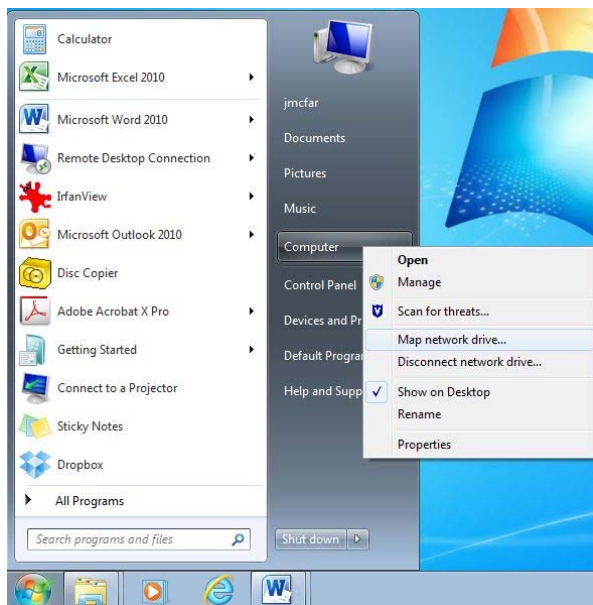
Microsoft Windows7 Professional is the preferred version of Microsoft's Windows 7 and is referred to in this TechNote. Some versions of Microsoft Windows 7 Home editions may not have the same layout as the pictures included here and may not be able to use network printers along with other network resources.

You will need your Freeman School Network ID and password to perform the steps described in this TechNote. See a Freeman School Information Technology staff member for help if you do not have your network login or if you have forgotten your password.

Your notebook computer should have a current, up-to-date virus protection program installed before connecting to the Freeman network. Information about virus and spyware protection software is available in the MTC computer labs and on the Freeman web site.

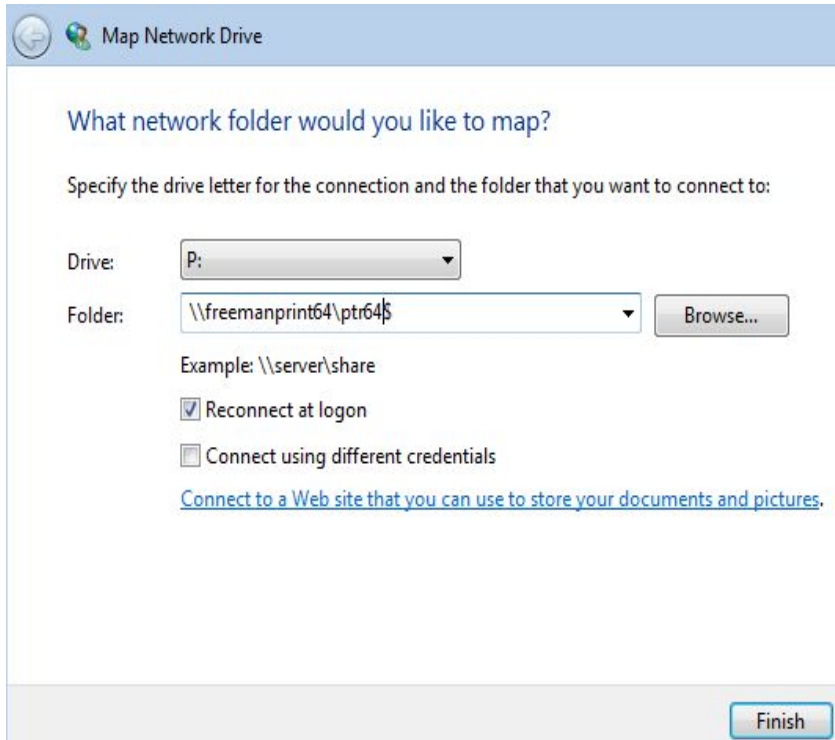
Step One – Map the Printer Folder

Click on the start button or go to the  button located in the left hand corner of your screen and right-click My Computer.



Select Map Network Drive from the drop-down menu.

The Map Network Drive dialog box appears, asking for a drive letter and a network location.

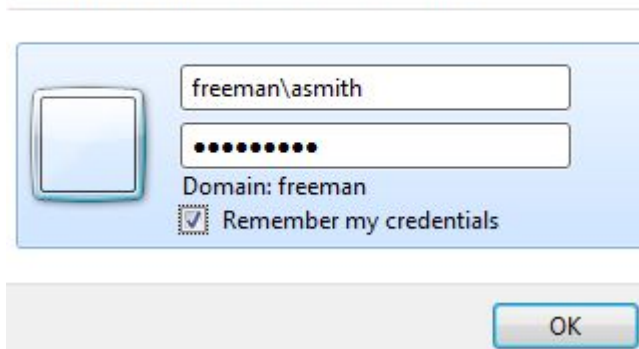


- In the Drive: field, select P:.
- In the Folder: field, type the path as follows: [\\freemanprint64\ptr64\\$](#)
- Click Finish.

The Connect dialog box appears, asking for your Freeman network username and password.

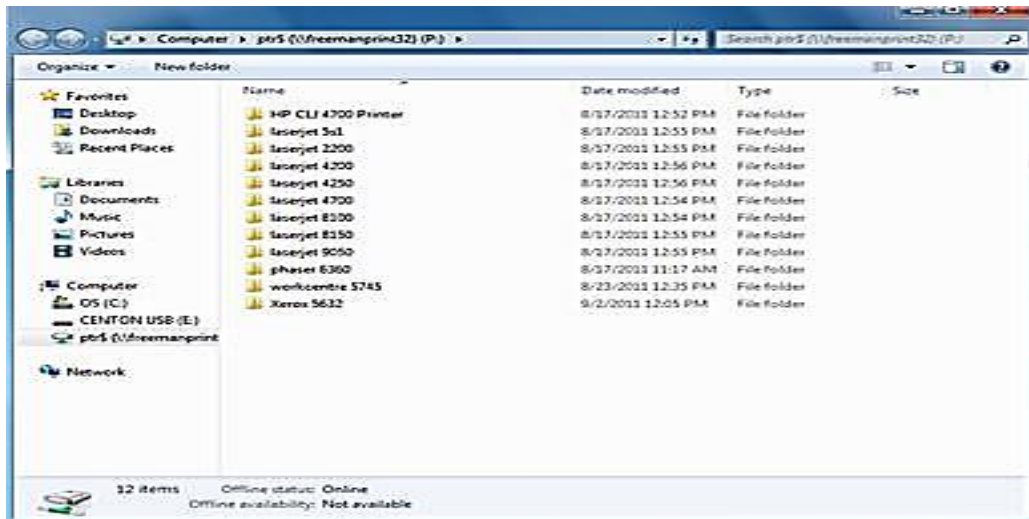
Enter Network Password

Enter your password to connect to: business8




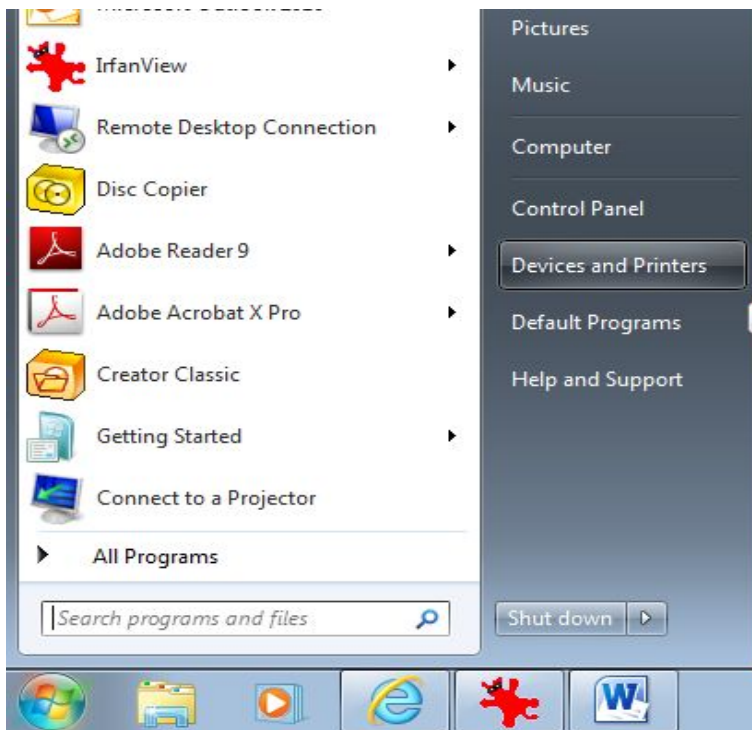
- In the User name: field, enter your Freeman username using the format: freeman\username, as shown below.
- Enter your password in the Password: field.
- Select the Remember my password checkbox.
- Click OK.

After authenticating to the network, the Printers folder opens and you are ready for the next step.

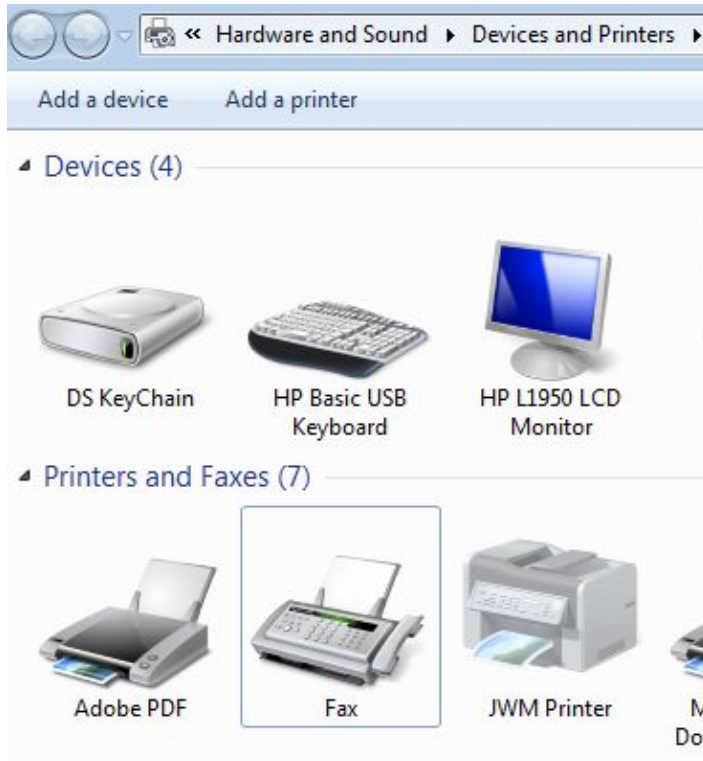


Step Two – Add a Printer

Click Start or go to the  button to display the Start menu and select Printers and Faxes. Printers and Faxes is also available from the Control Panel, also located on the Start menu.

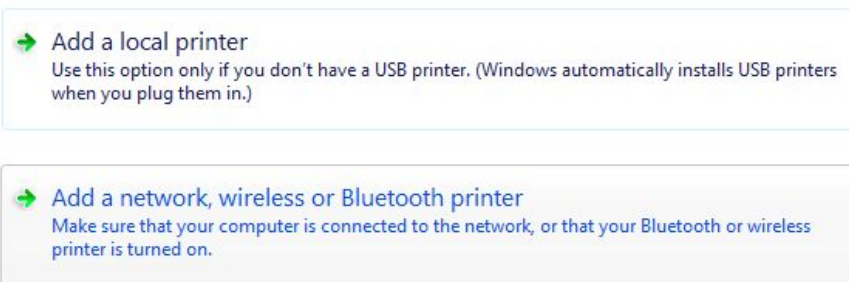


The Printers and Faxes dialog box is displayed.

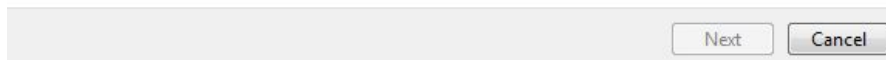


Click Add Printer located in the upper corner of the window below Printer Tasks.

What type of printer do you want to install?



select the "Add a network, wireless, or Bluetooth printer"



 The printer that I want isn't listed

At the bottom of the window select "The printer wasn't found."

Select a shared printer by name

Add

- \\freemanprint64\AdmissionsCP64
- \\freemanprint64\Burkenroad_Ptr64
- \\freemanprint64\Color_Printer_64
- \\freemanprint64\Dean's Color Printer64
- \\freemanprint64\EMBA3110_64
- \\freemanprint64\EMBA3111_64
- \\freemanprint64\GWH2-BRK164
- \\freemanprint64\GWH2BRK264
- \\freemanprint64\Intl_Color_Ptr64
- \\freemanprint64\Intl_Prog_Ptr64
- \\freemanprint64\Library_Ptr64
- \\freemanprint64\MEZ Color Ptr64
- \\freemanprint64\Microsoft XPS Document Writer
- \\freemanprint64\MTC_Front64
- \\freemanprint64\MTC_Rear64
- \\freemanprint64\MTC_Three64**

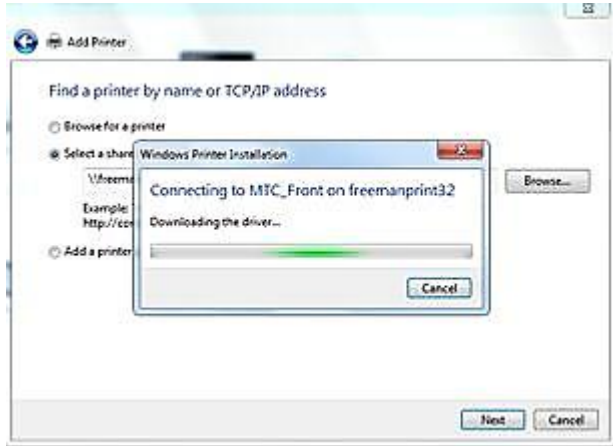
When this window opens type: [\\freemanprint64\](#) and after the last \ the network printer names should start to appear.

Select a shared printer by name

Example: \\computername\printername or
http://computername/printers/printername/.printer

Network printers for this step would be; MTC Front, MTC Rear, MTC 3, GWH2BRK1, GWH2BRK2

Add a printer using a TCP/IP address or hostname



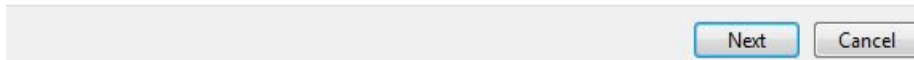
After selecting next the printer driver should start to load showing the window in the illustration.

You've successfully added MTC_Front64 on freemanprint64

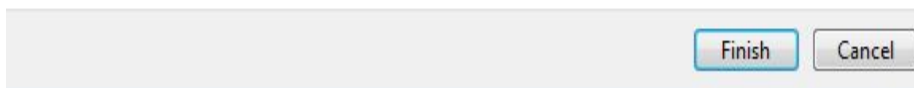
Printer name:

This printer has been installed with the HP Universal Printing PCL 5 (v5.4) driver.

The You've successfully added window will open after the printer is added.



To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.



The You've successfully added window will appear notifying you that all steps were completed successfully. Repeat the steps until all five printers are installed.