

# TechNote

## Installing a Network Printer in Microsoft Windows XP

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 XP Professional is the preferred version of Microsoft's Windows XP operating system and is referred to in this TechNote. Some versions of Microsoft Windows XP 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 must 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.

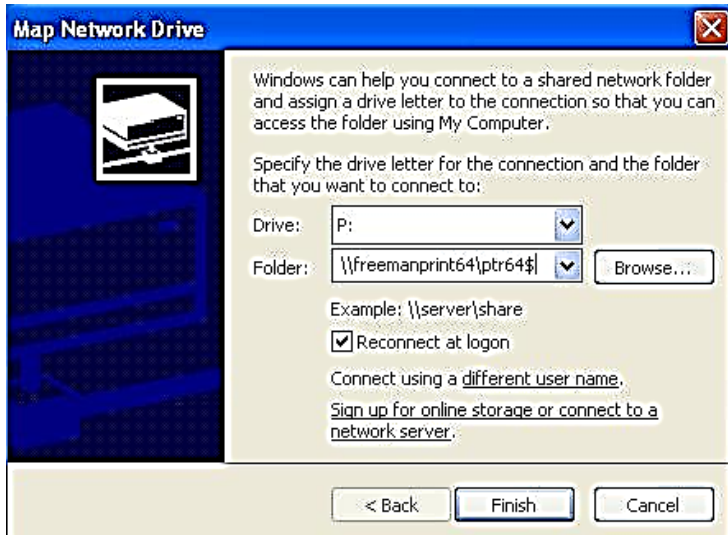
### Step One – Map the Printer Folder

Click the start button located in the lower 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.



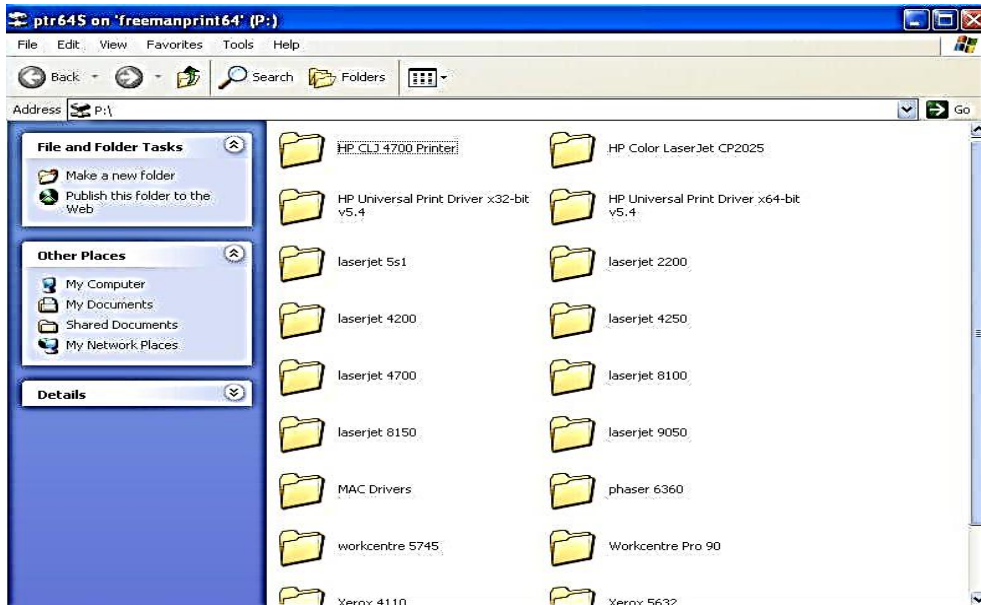
- In the Drive: field, select P:.
- In the Folder: field, type the path as follows:  
\\freemanprint64\ptr64\$
- Click Finish.

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



- In the User name: field, enter your Freeman username using the format: freeman\username, as shown in the illustration.
- 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 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.

The Welcome screen appears; click Next to proceed.





In the Add Printer Wizard dialog box, select the radio button next to A network printer, or a printer attached to another computer and click Next.

You will next specify the printer to connect to.



- Select Connect to this printer.
- In the Name: field, type: \\freemanprint64\ and a list of printer names appears.
- Select a printer from the drop-down list.
- Click Next

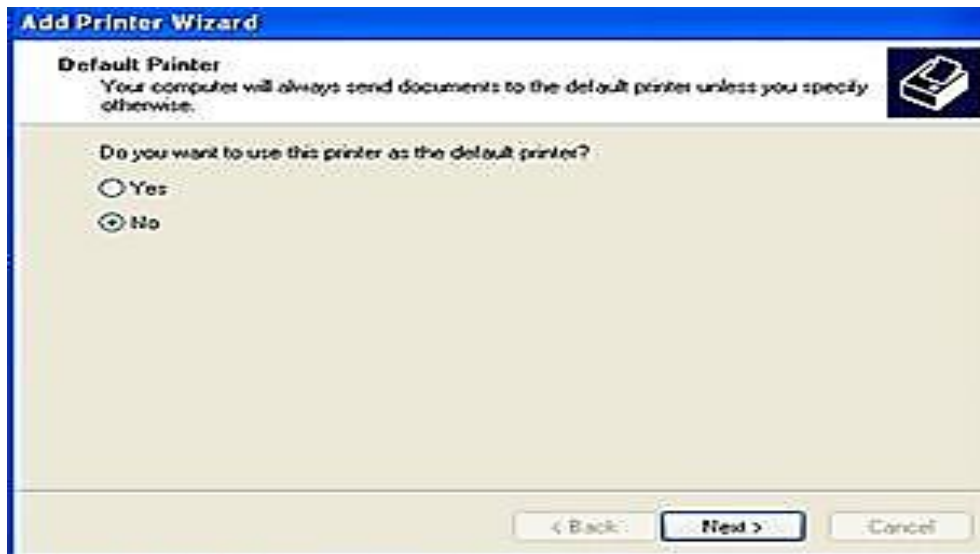
Students have access to five printers:

MTC\_Three64, MTC\_Front64, MTC\_Rear64 located in Rooms 201 and 120, and GWH2BRK164 and GWH2BRK264 located in the Breakout room area of GWII.

The Connect to Printer dialog box appears, prompting you to install the printer. Click Yes to begin the printer driver installation.



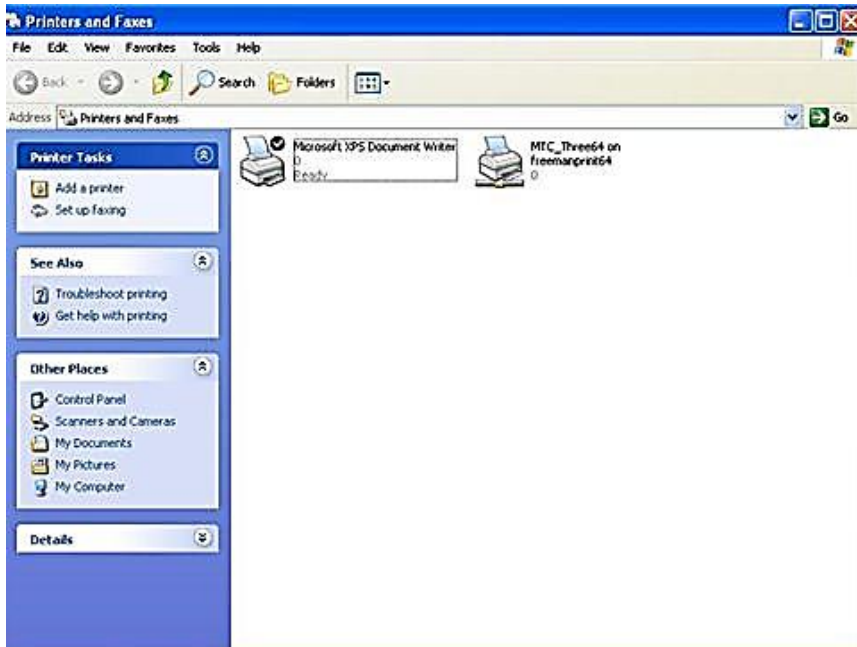
When complete, you will be asked if you wish to use the selected printer as the default printer. Select No and click Next.



Click Finish on the final install screen to complete the printer setup.



The network printer appears in your list of attached Printers and Faxes.



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