

Network Printing (Windows)

Taylor networked printers are accessible from Taylor-owned computers if the following 4 conditions are met:

1. Windows knows the name of the server (or remote computer) which is hosting the printer
2. Windows knows the share name the printer has been assigned
3. The user has permission to use the printer (permissions are configured on the remote computer or server)
4. Taylor's print management software, PaperCut, is installed

This tutorial walks you through connecting your Windows-based computer to existing Taylor network print queues. These queues are hosted on a Taylor server and are created at the request of individual departments.

Note: Different versions of Windows will require slightly different instructions. This tutorial is based on Windows 7.

If you're attempting to connect to a printer shared from a computer in your department (called a Shared Printer as opposed to a Networked Printer), these instructions may still help you, but it's really designed to cover a standard, campus-wide, networked printer connection. Contact 4040 if you need help.

Condition 1: Computer/Server Name

Most Taylor Upland networked printers are hosted on a single print server. The server name is 'PRINT'. If you are attempting to connect to a shared printer within your department, use the name of the computer to which the printer is physically connected. You can get this information by right-clicking Computer, selecting Properties, and reading the computer name on the Computer Name tab.

Condition 2: Share Name

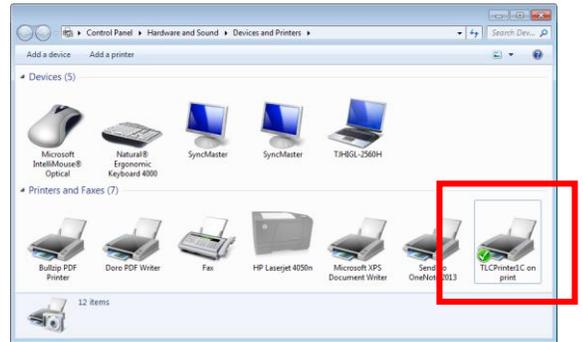
Share names for networked printers are assigned by Information Technology. A standardized naming convention is used. In most cases, the first 3 letters of a share name identify the department involved (ADM = Admissions, ATH = Athletics, BUS = Business Office, etc.) A 'C' is used to identify color printers.

If others in your department are able to use the printer, you can get the queue name from their computer. It's also possible to browse the entire list of active printer queues in order to find the right one.

Using a Coworker's PC:

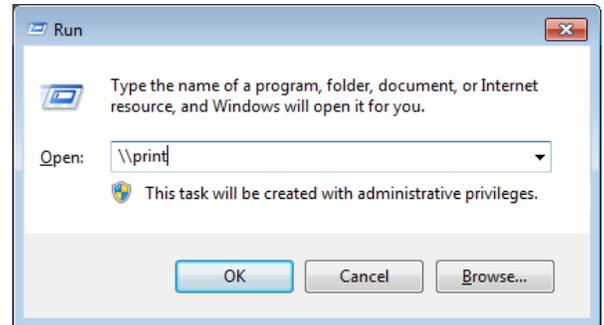
- Open Devices and Printers
 - Start > Devices and Printers
- Locate the printer
- Read the printer share and server names

Example: The computer in this example has one network printer configured. It is TLCPrinter1C on Print. The server name is Print, and the share (queue) name is TLCPrinter1C. This is all the information you need in order to connect this networked printer to your PC.

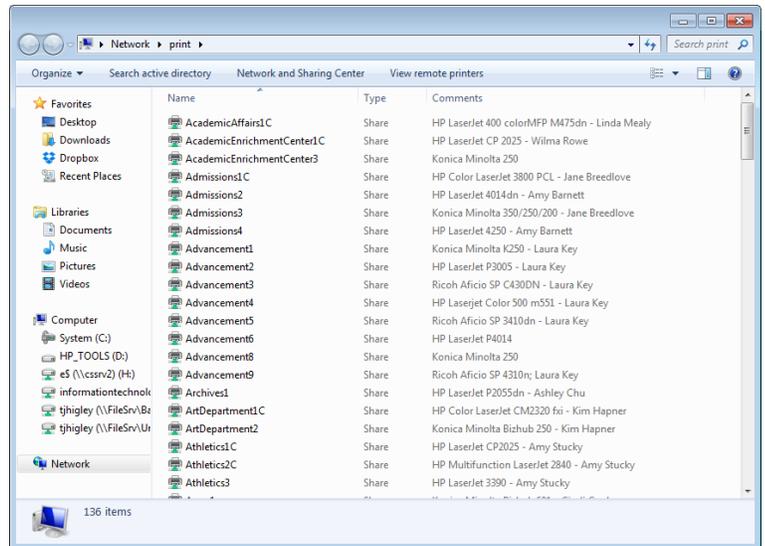


Browsing Taylor's Print server for a printer:

- Click Start > Run
 - Type two backslashes (\\) and then the server name (i.e. [\\print](#))
- Click OK



- Browse to and double-click the printer you want to add. Windows will automatically install the required drivers and make the printer available to you.



Condition 3: User Permissions

All Taylor-owned, networked printer shares are created by IT in such a way that all Taylor employees are able to print to them. Locally shared printers, however, require individual attention. Please call 4040 for assistance.

Condition 4: PaperCut

Information Technology installs PaperCut on all Taylor-owned computers. There is no configuration required. Follow these steps to reinstall PaperCut if necessary:

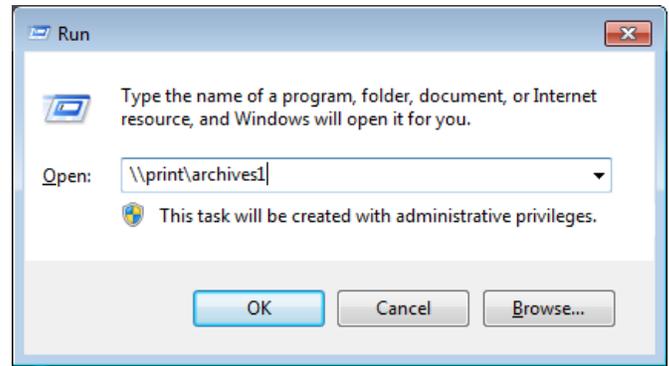
1. Browse to Taylor's print server
2. Start > Run > [\\print\client](#) (on-campus only)
 - a. Install the PaperCut software for your operating system
3. Follow directions for the PaperCut install. Use all defaults, and log in when prompted.

Adding a New Printer

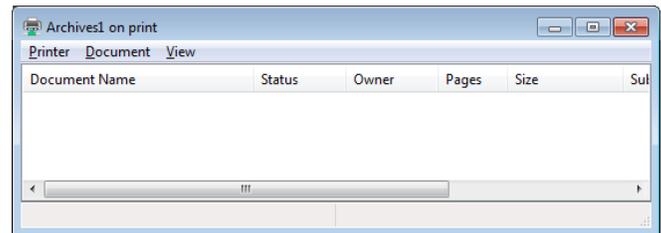
Once you have the server and queue names, you can add your new printer. The easiest way to add a printer is to type the complete printer address into Start > Run.

Example: To add a printer named Archives1 on Print:

- Click Start > Run
- Type '\\print\archives1' (no quotes)
- Click OK



The process will take a few moments while the files necessary to communicate with the printer (drivers) are transferred from the server to your computer. The image to the right indicates a successful install.



Making Your New Printer the Default (optional)

Windows designates one printer as the printer for all programs to use by default. If you have multiple printers configured on your PC, you'll want to visit Control Panel > Printers to designate a default printer.

- Start > Devices and Printers
- Right-click the appropriate printer
- Select Set As Default Printer

To delete an existing printer:

- Start > Devices and Printers
- Right-click the appropriate printer
- Select Remove Device

