

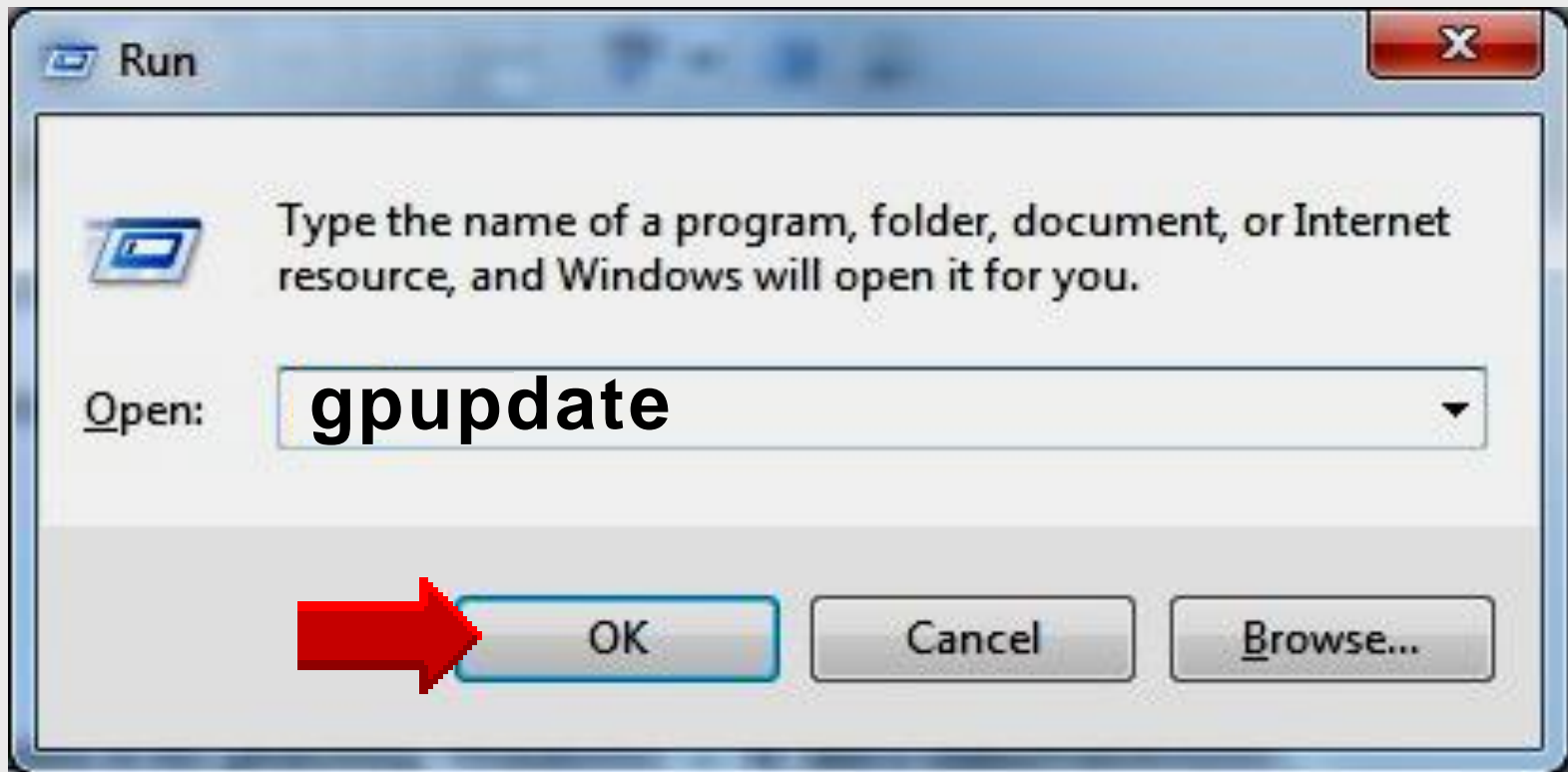
Mapping Network Printers

Windows 7

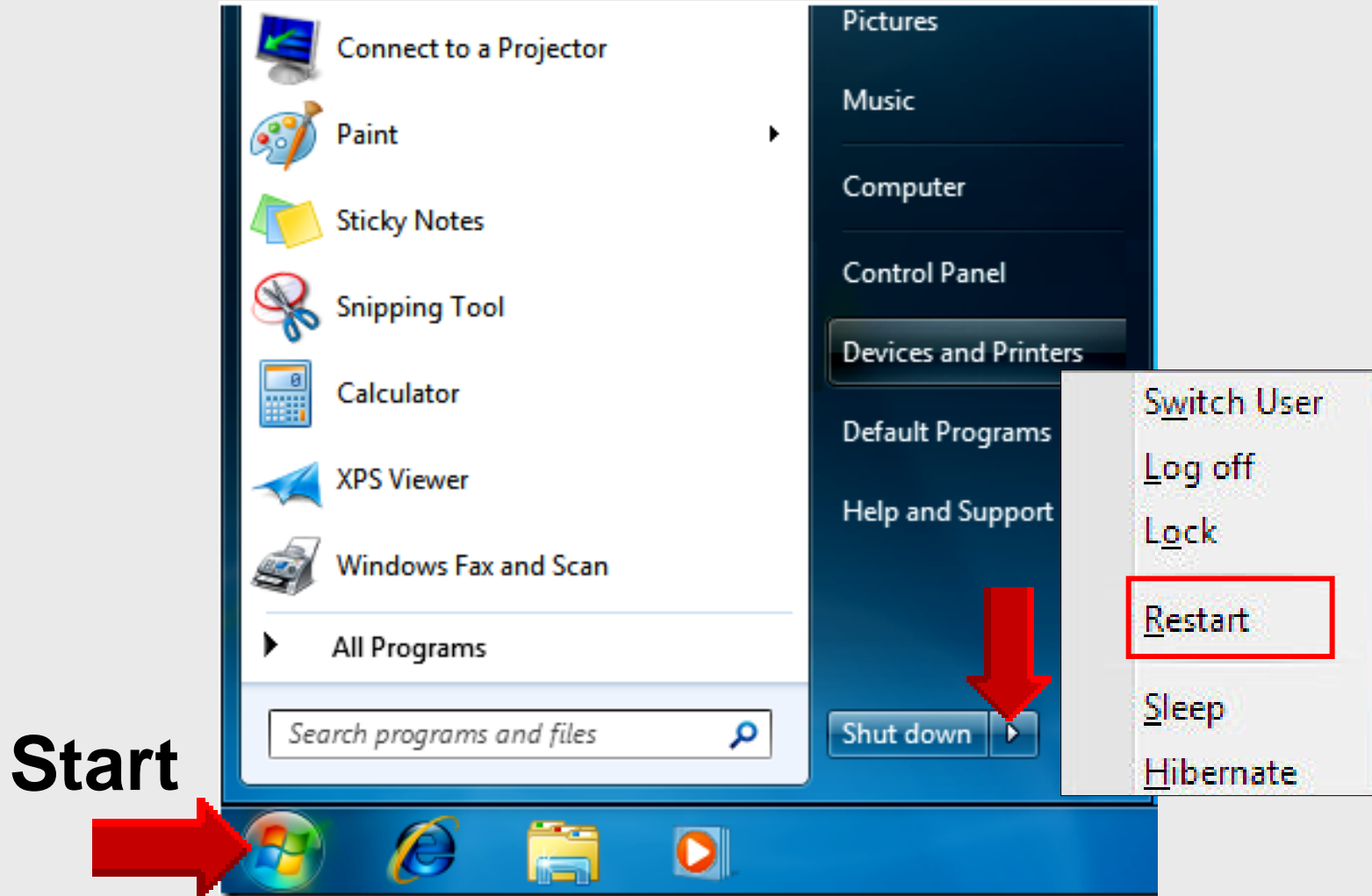
Update Group Policy

Using keyboard shortcut keys:

Press  + R Open the Run dialog box



Restart after Policy Update



Mapping Network Printers

Windows 7

Online Handouts

<http://webclass.org>

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Education and training via the internet are growing rapidly. Accessibility from home or school makes Internet handouts a viable alternative to hardcopy handouts. The PDF format is accessible on both Windows and MAC platforms using [Adobe Reader](#), or the fast and simple open-source reader for Windows called [Sumatra](#).

Webclass.org provides:

- Workshop handouts available anytime, anywhere
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Mapping Network Printers

[View In iTunes](#)

Some digital stories include the entire class, while others use a smaller group of selected students. Video length is generally 2 to 10 minutes.

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ePALS Student Email
Excel 2007
Keyboarding
Mapping Network Printers
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Project Share

Objectives

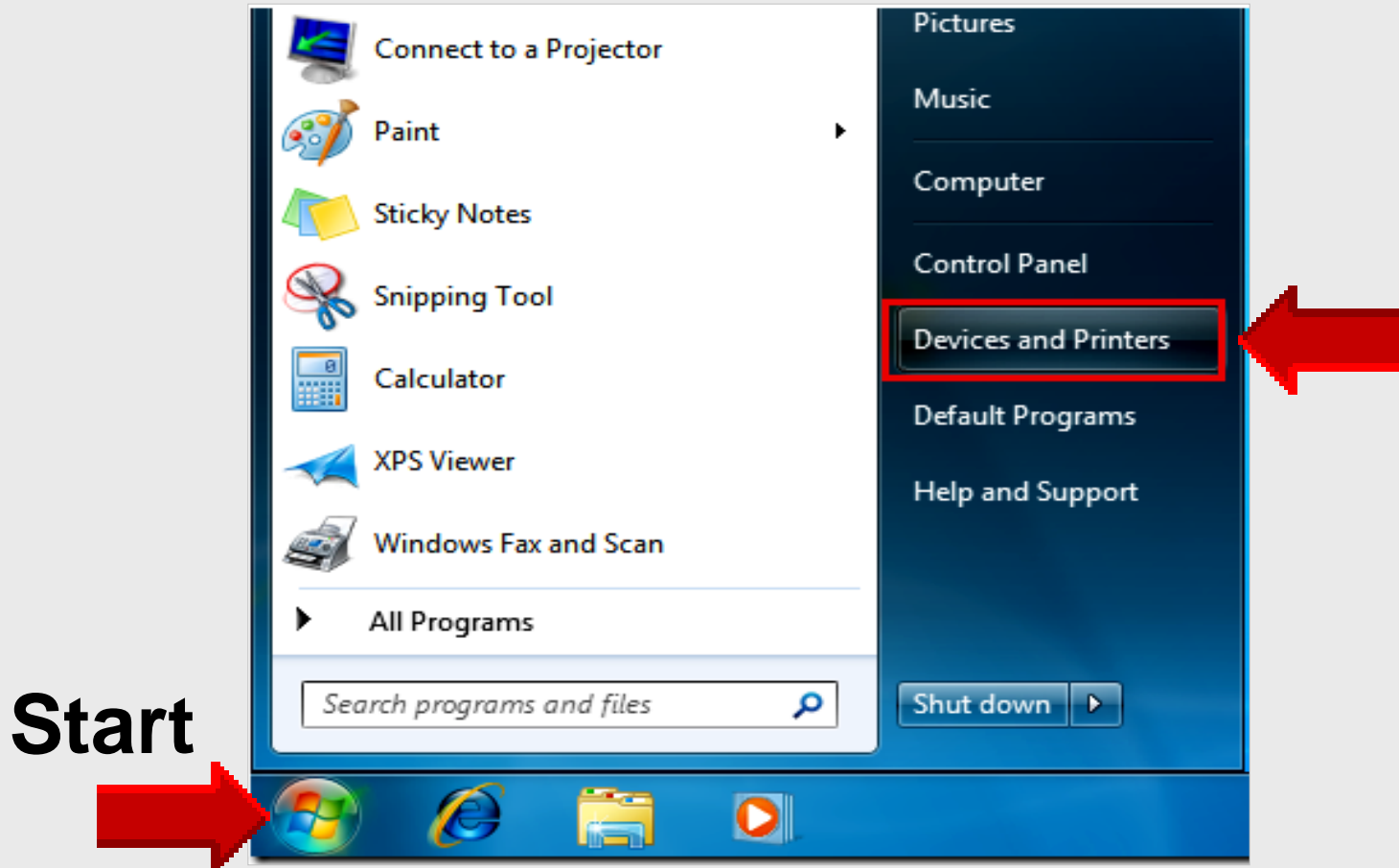
- **Print to a network printer**
 1. Obtain printer IP address
 2. Download print drivers
 3. Install print drivers
 4. Map laptop to network printer

1 – Find Printer

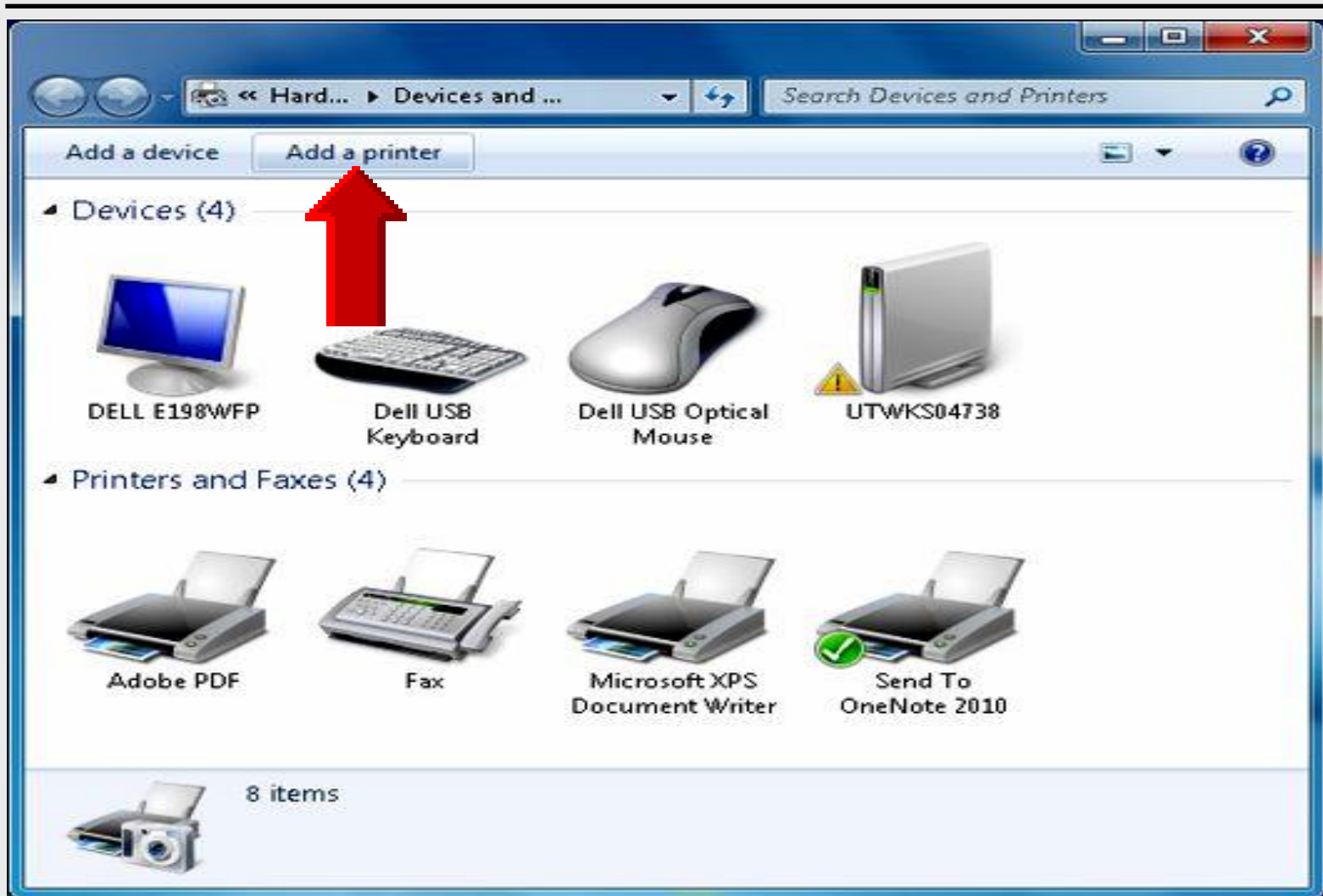
- **Locate network printer**
Make a list of desired network printers by room number
- **Obtain printer IP address**
Format of EPISD IP addresses
10.school number.xx.xxx
10.168.4.100
- **Obtain each printer model**
HP LaserJet 1320n
HP LaserJet 2430n

2 – Add Printer

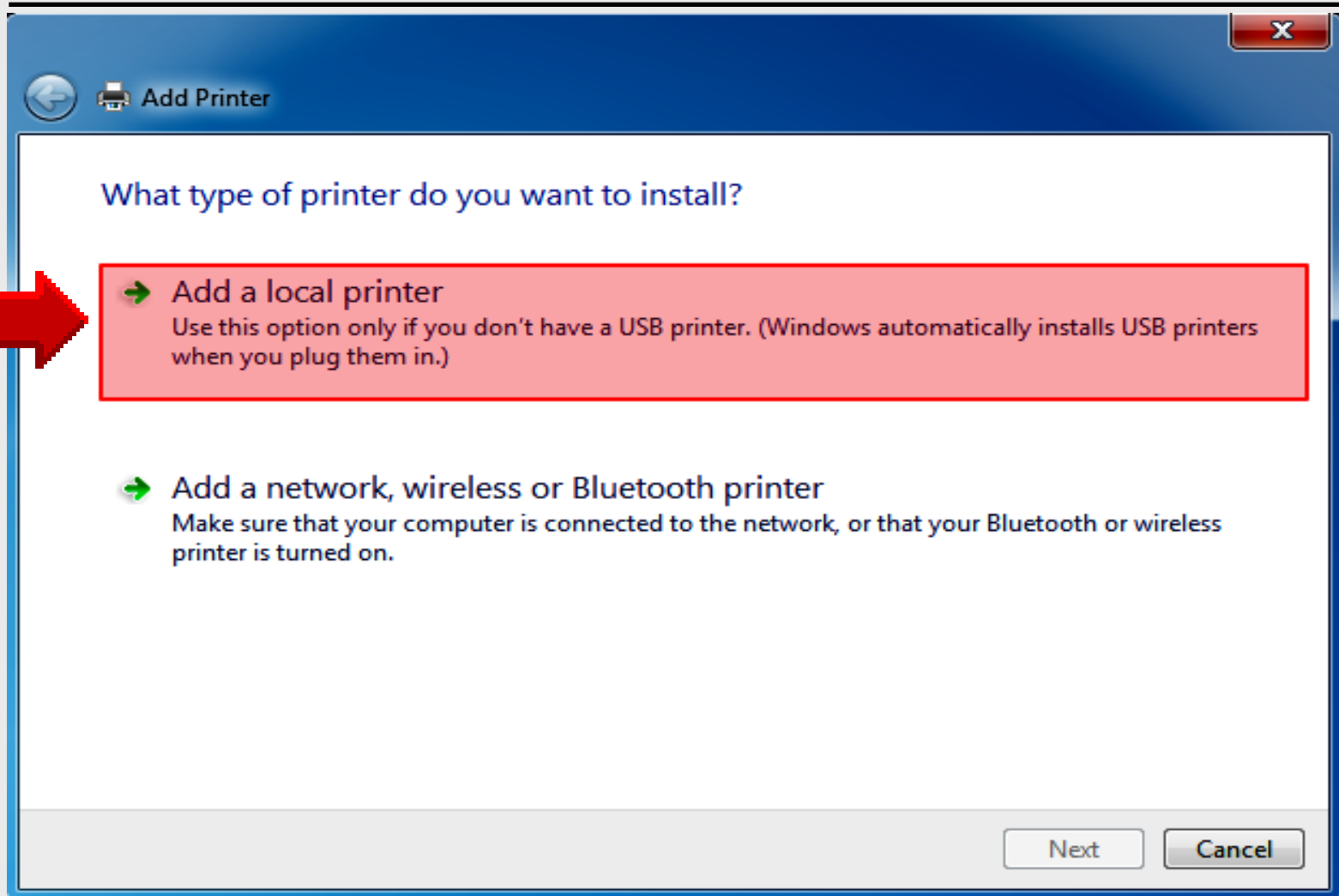
Click **Start – Devices and Printers**



3 – Add Printer



4 – Add Local Printer



5 – Create New Port

Add Printer

Choose a printer port

A printer port is a type of connection that allows your computer to exchange information with a printer.

Use an existing port: LPT1: (Printer Port)

Create a new port:

Type of port: Standard TCP/IP Port

Next Cancel

Select **Standard TCP/IP Port**

6 – Type IP Address

The screenshot shows the 'Add Printer' wizard window. The title bar reads 'Add Printer'. The main instruction is 'Type a printer hostname or IP address'. The 'Device type' dropdown is set to 'Autodetect'. The 'Hostname or IP address' field contains '192.168.1.98' and is highlighted with a red box and a red arrow pointing from the left. The 'Port name' field contains '192.168.1.98_1'. The checkbox 'Query the printer and automatically select the driver to use' is checked, with a red arrow pointing to it from the text 'Click Query the printer'. Below this, the text 'IP address format 10.168.xx.xx' is shown, with a red arrow pointing to the '168' and the text 'School #' below it. At the bottom, the 'Next' button is highlighted with a red arrow pointing from the right, and the 'Cancel' button is visible to its right.

Type a printer hostname or IP address

Device type: Autodetect

Hostname or IP address: 192.168.1.98

Port name: 192.168.1.98_1

Query the printer and automatically select the driver to use

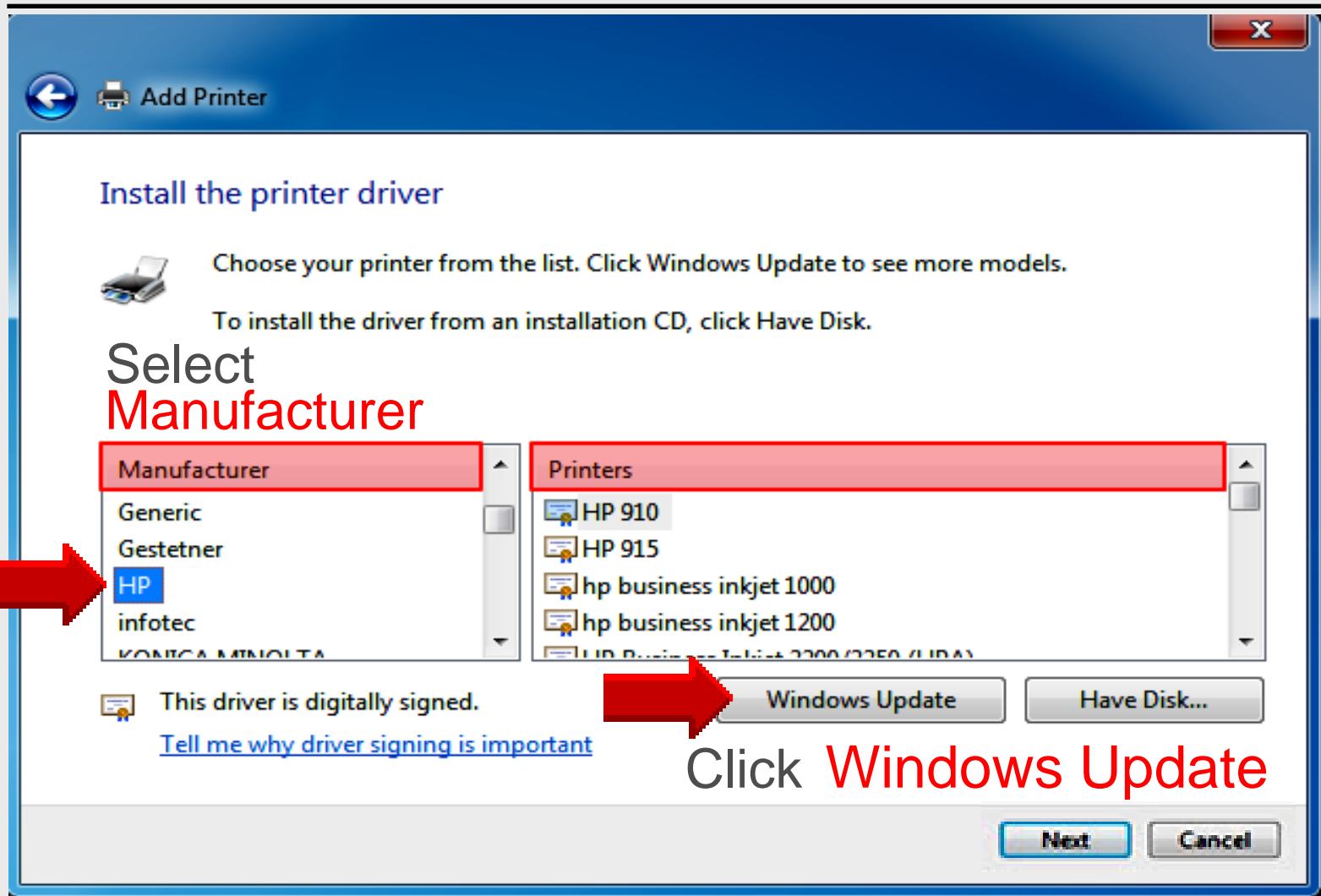
IP address format 10.168.xx.xx

School #

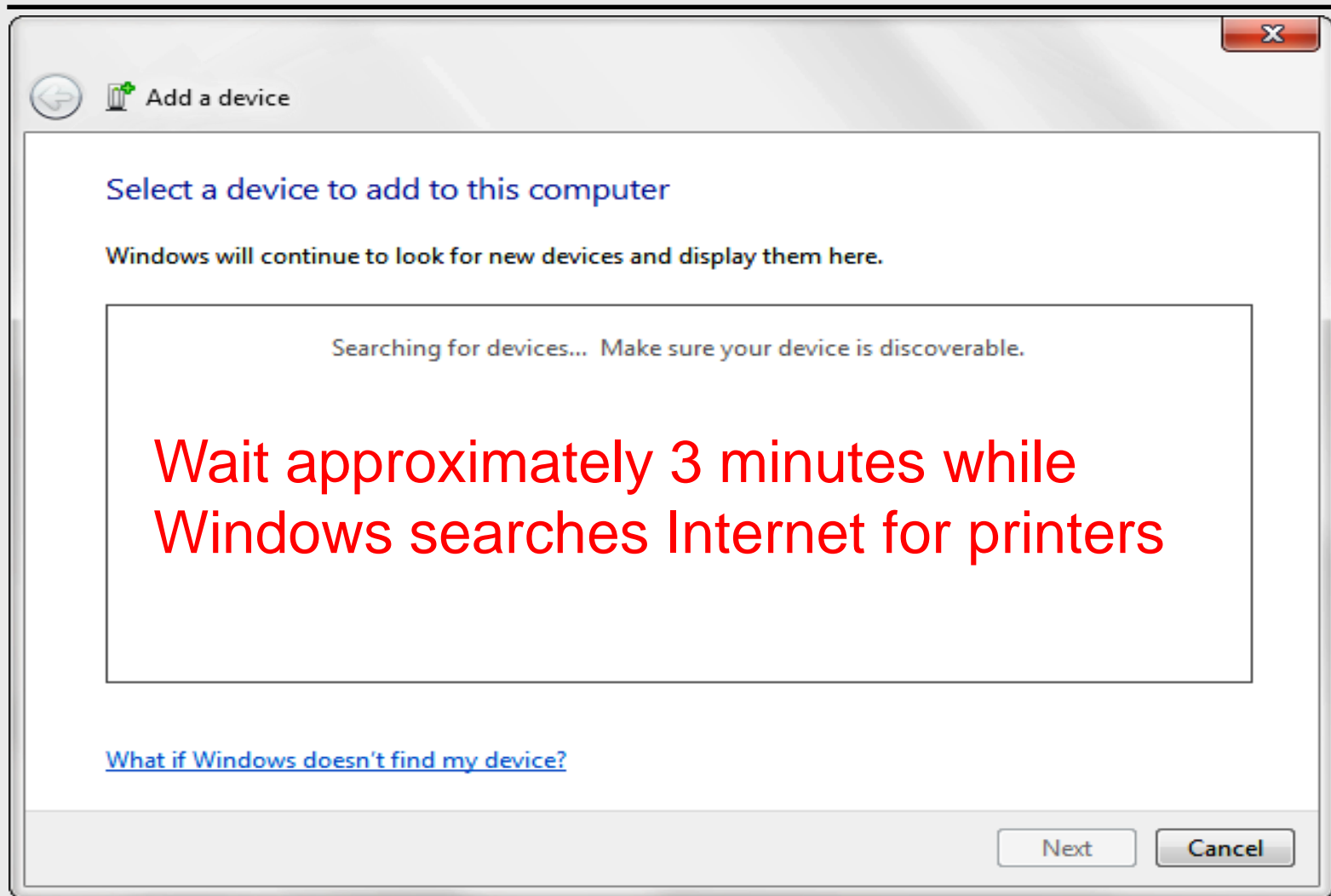
Click **Query the printer**

Next Cancel

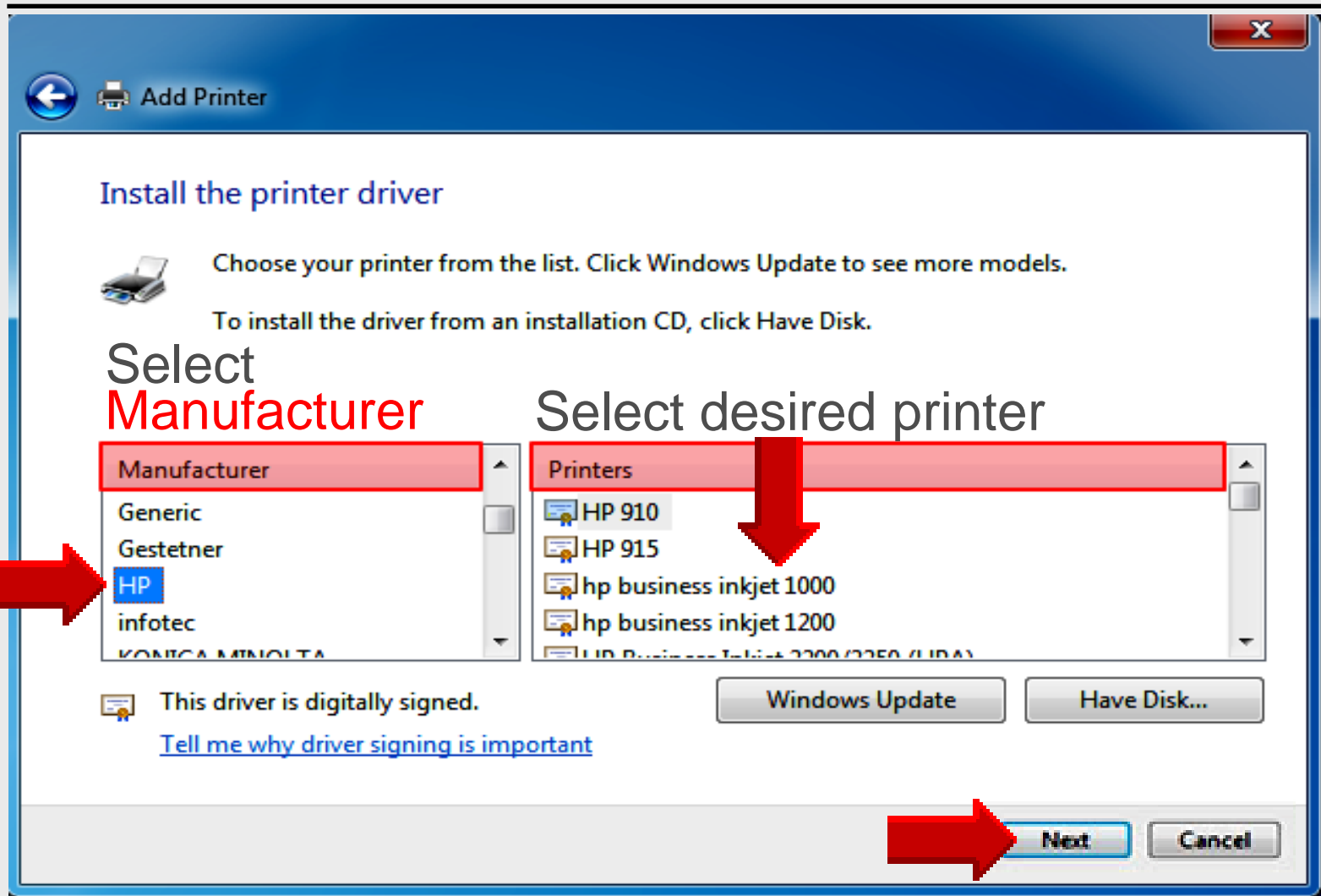
7 – Install Printer Driver



8 – Install Printer Driver



9 – Install Printer Driver



10 – Install Printer Driver

Add Printer

Install the printer driver

Choose your printer from the list. Click Windows Update to see more models.
To install the driver from an installation CD, click Have Disk.

Printers

- RICOH Aficio MP C3500 PCL 6
- RICOH Aficio MP C4500 PCL 6**

This driver is digitally signed.
[Tell me why driver signing is important](#)

Windows Update Have Disk...

Next Cancel

Select desired printer from list

11 – Do Not Share Printer

Add Printer

Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

Do not share this printer

Share this printer so that others on your network can find and use it

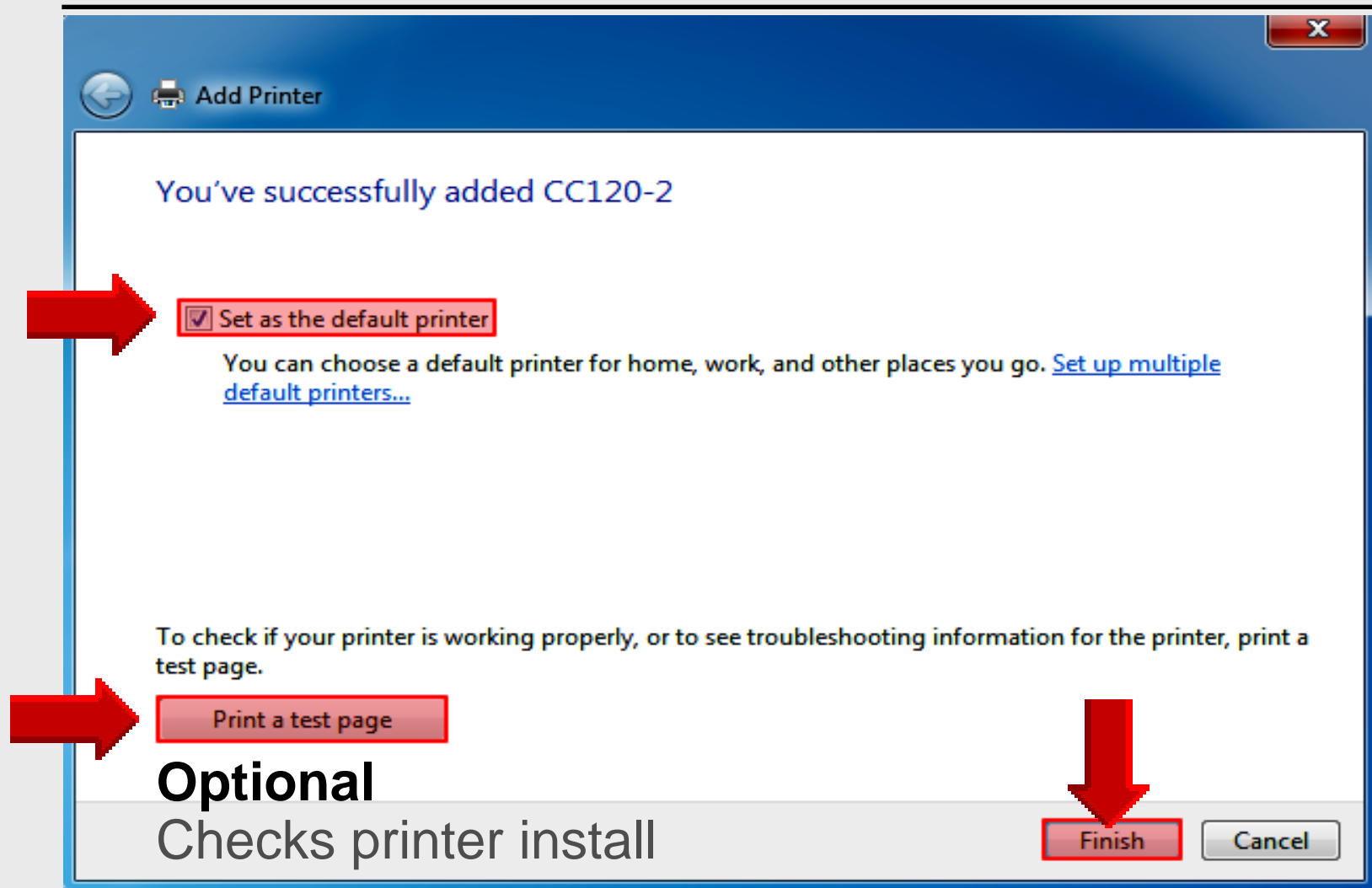
Share name:

Location:

Comment:

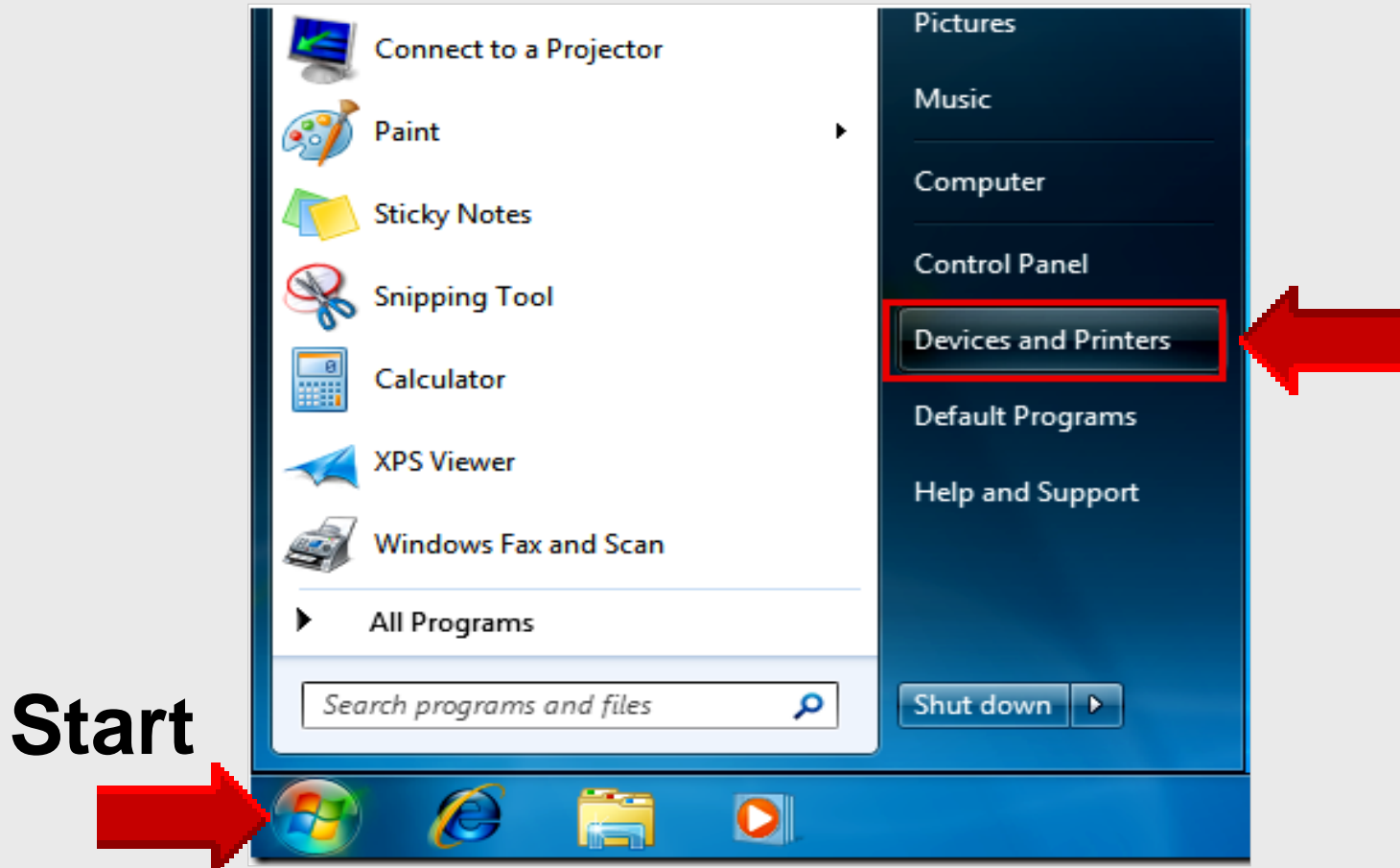
Next **Cancel**

12 – Successfully Added

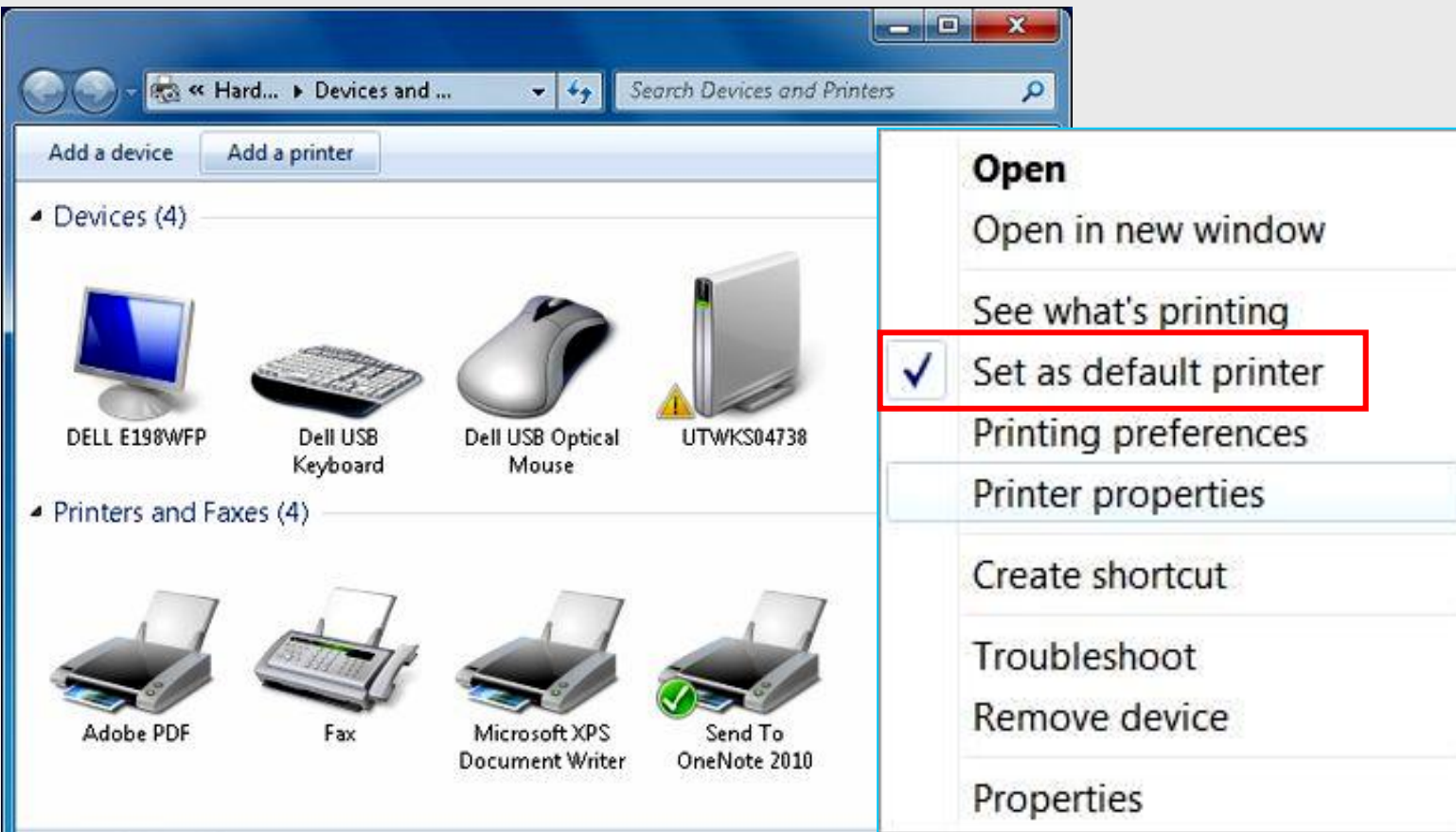


Set Default Printer

Click **Start – Devices and Printers**



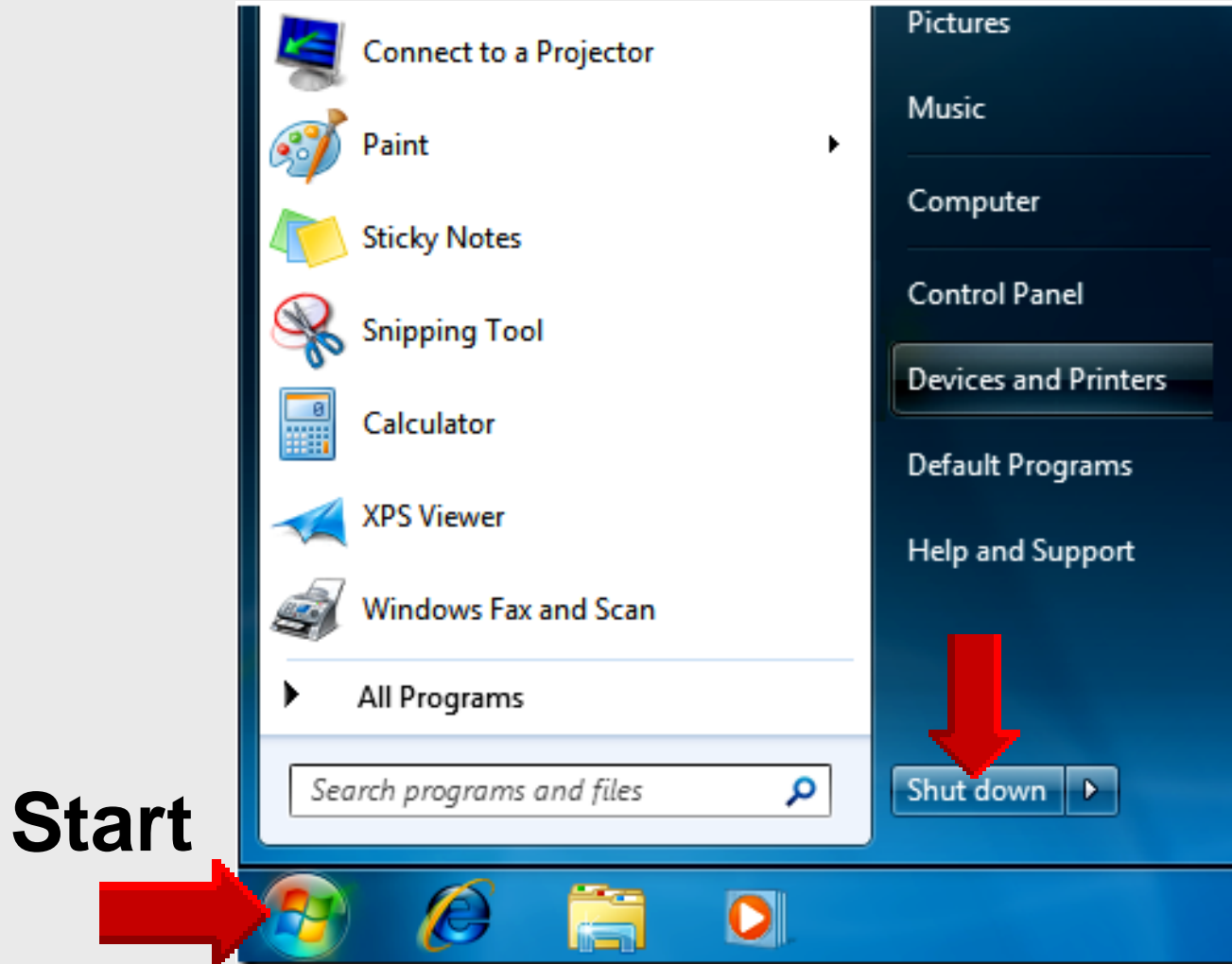
Set Default Printer



The screenshot shows the Windows 'Devices and Printers' window. The 'Printers and Faxes (4)' section is expanded, showing four printers: Adobe PDF, Fax, Microsoft XPS Document Writer, and Send To OneNote 2010. A right-click context menu is open over the 'Send To OneNote 2010' printer, with the 'Set as default printer' option highlighted by a red rectangular box. Other options in the menu include 'Open', 'Open in new window', 'See what's printing', 'Printing preferences', 'Printer properties', 'Create shortcut', 'Troubleshoot', 'Remove device', and 'Properties'.

Right-click on desired printer

Shut Down



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Pre-Designed Projects Make Tech Integration Easy
Do you find yourself

<http://atomiclearning.com>

Login

The image shows a screenshot of the Atomic Learning website. At the top right, there is a 'Log In' button with a dropdown arrow. A red arrow points to this button. A white callout box with a blue border contains the text 'Click Log In', where 'Log In' is in red. The website header includes the Atomic Learning logo, social media icons (Facebook, Twitter, YouTube), and a subscription link for eNewsletters. The main content area features a 'Moving Education' section with a woman at a laptop and stacks of books, and a 'News & Resources' section with three article teasers.

Atomic Learning

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- New Content Alert: Including Facebook for Students**
Following the recent launch of &ldquo... [more]
- Pre-Designed Projects Make Tech Integration Easy**
Do you find yourself challenged with... [more]

Login



The image shows a screenshot of a login form titled "Log in to your account". The form has two input fields: "Username" and "Password". The "Username" field contains "lnelson@episd.org" and the "Password" field contains "EPISDTECH". A "Log In" button is located to the right of the password field. A red arrow points from the text "All caps" to the password field, and another red arrow points from the "Log In" button to the right. At the bottom of the form, there is a link: "Username / Password Help".

Log in to your account

Username
lnelson@episd.org

Password
EPISDTECH

Log In

[Username / Password Help](#)

Username – **EPISD email**

Password – **EPISDTECH**

Main Menu



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Find an Answer to a Tech Question ? +

Browse Available Training & Projects ? -

Tutorials

Select desired filter(s):

Applications

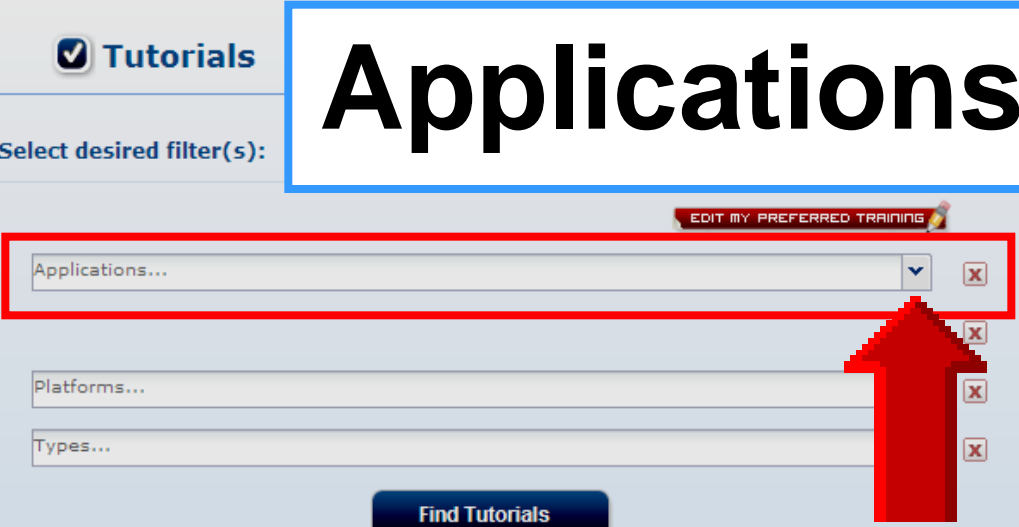
Applications... [v] [x]

Platforms... [x]

Types... [x]

EDIT MY PREFERRED TRAINING


Find Tutorials



Filters


Start typing to show matching filters.

- TI BAI Plus Calculator
- TimeLiner
- TI-Nspire
- Twitter
- unitedstreaming
- unknown
- Video Storytelling Guide
- Visio
- VoiceThread
- WebCT (Blackboard)
- Windows**
- Windows Media Player
- Windows Movie Maker
- Word
- WordPress




Windows



Find Tutorials



Browse Available Training & Projects 



Tutorials



Select desired filter(s):


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+ Windows Media Player 11 (PC) (1 Item)				
+ Windows Movie Maker 2 (PC) (1 Item)				
+ Windows Vista (PC) (3 Items)				
+ Windows XP (PC) (2 Items)				

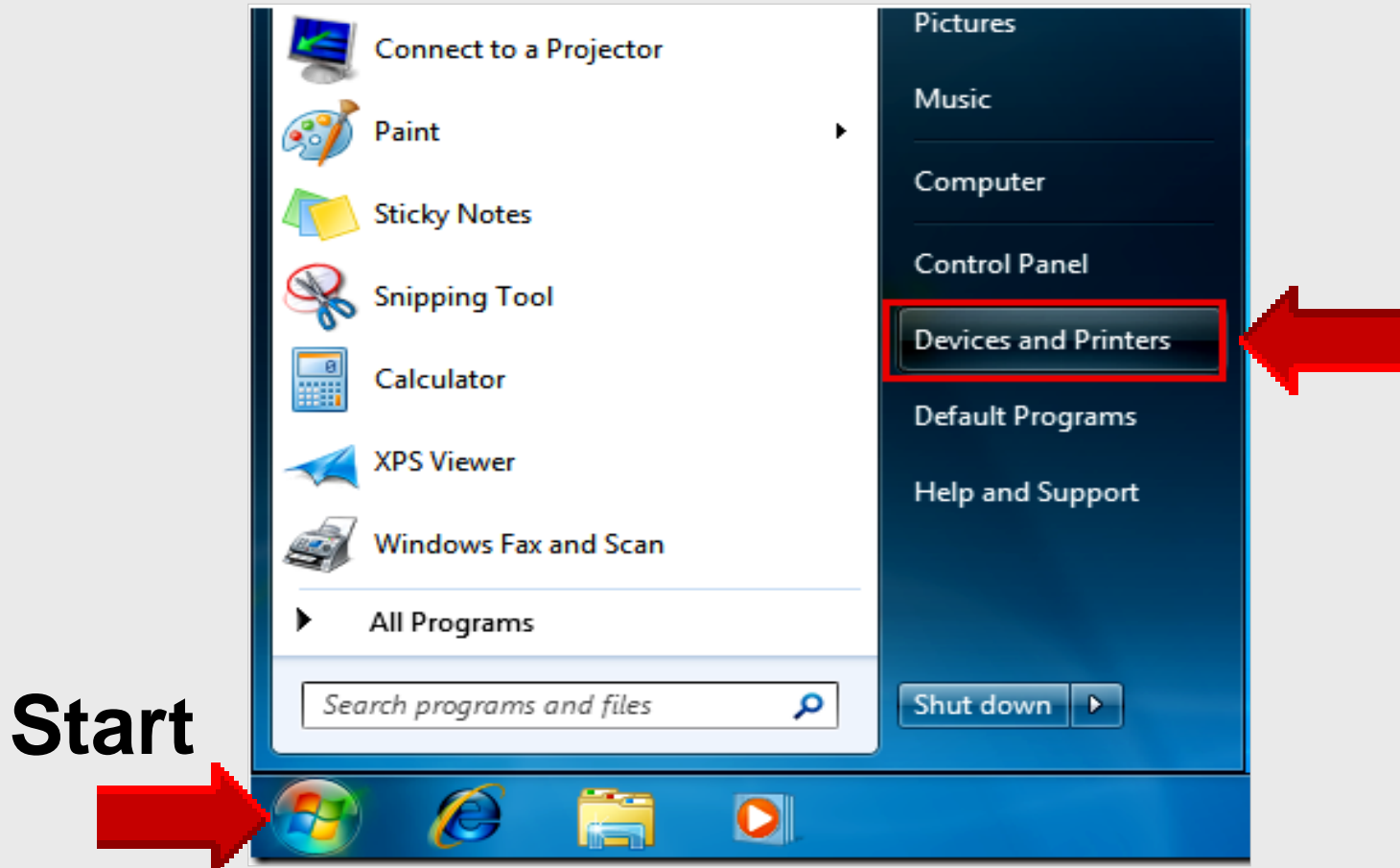


Installing USB Printers

Windows 7

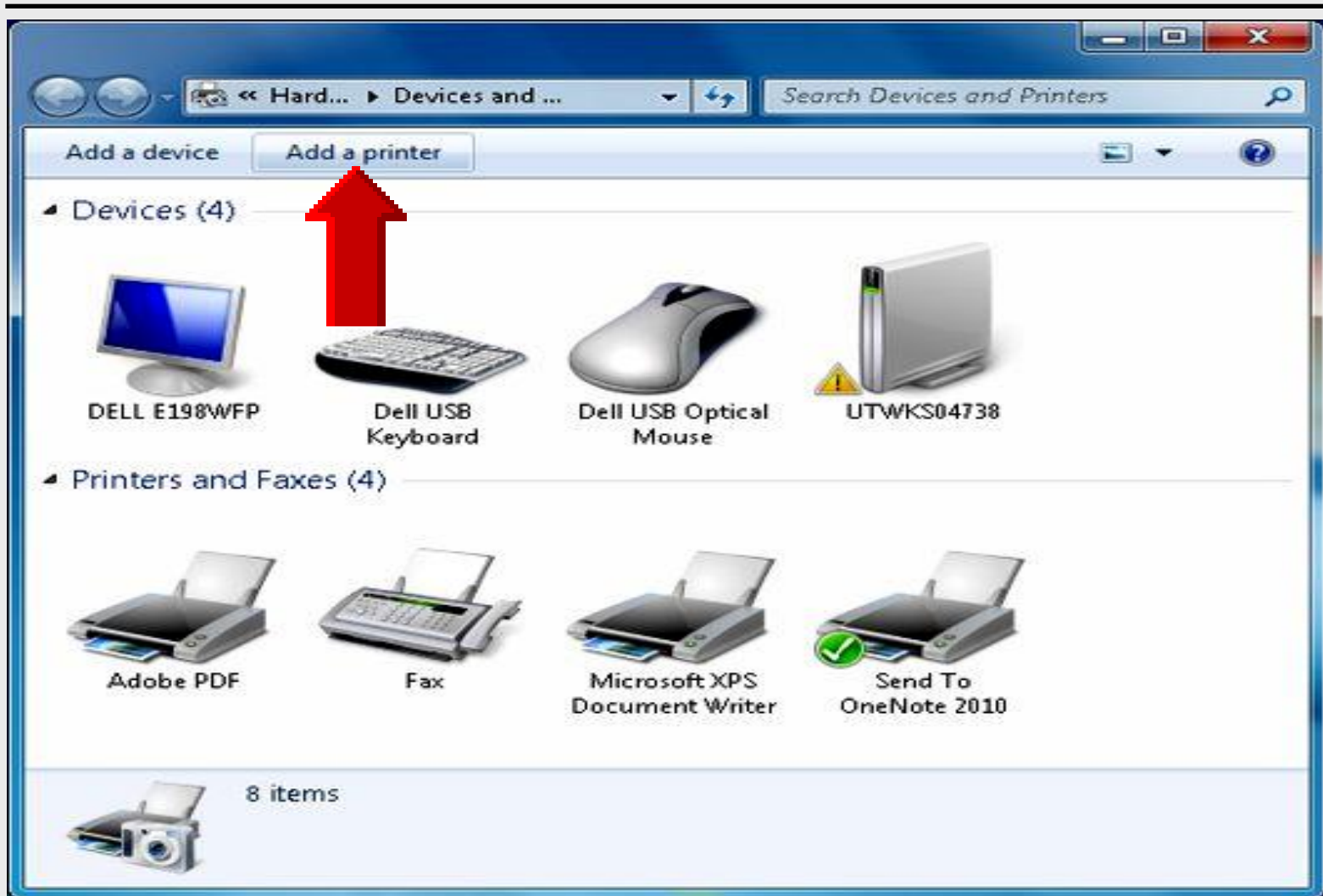
Add USB Printer

Click **Start – Devices and Printers**

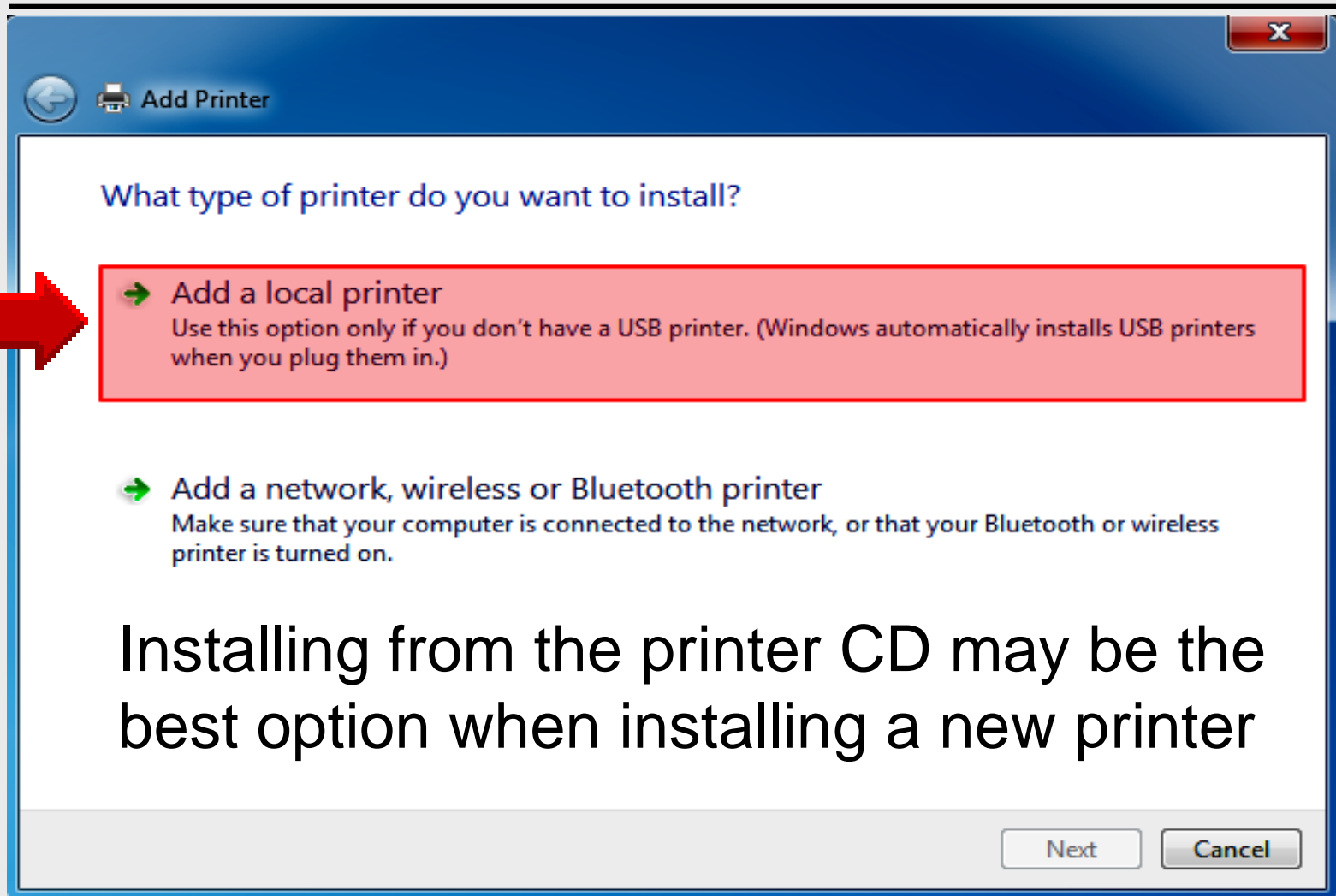


Start

Add Printer



Add Local Printer



Create New Port

Add Printer

Choose a printer port

A printer port is a type of connection that allows your computer to exchange information with a printer.

Use an existing port: LPT1: (Printer Port)

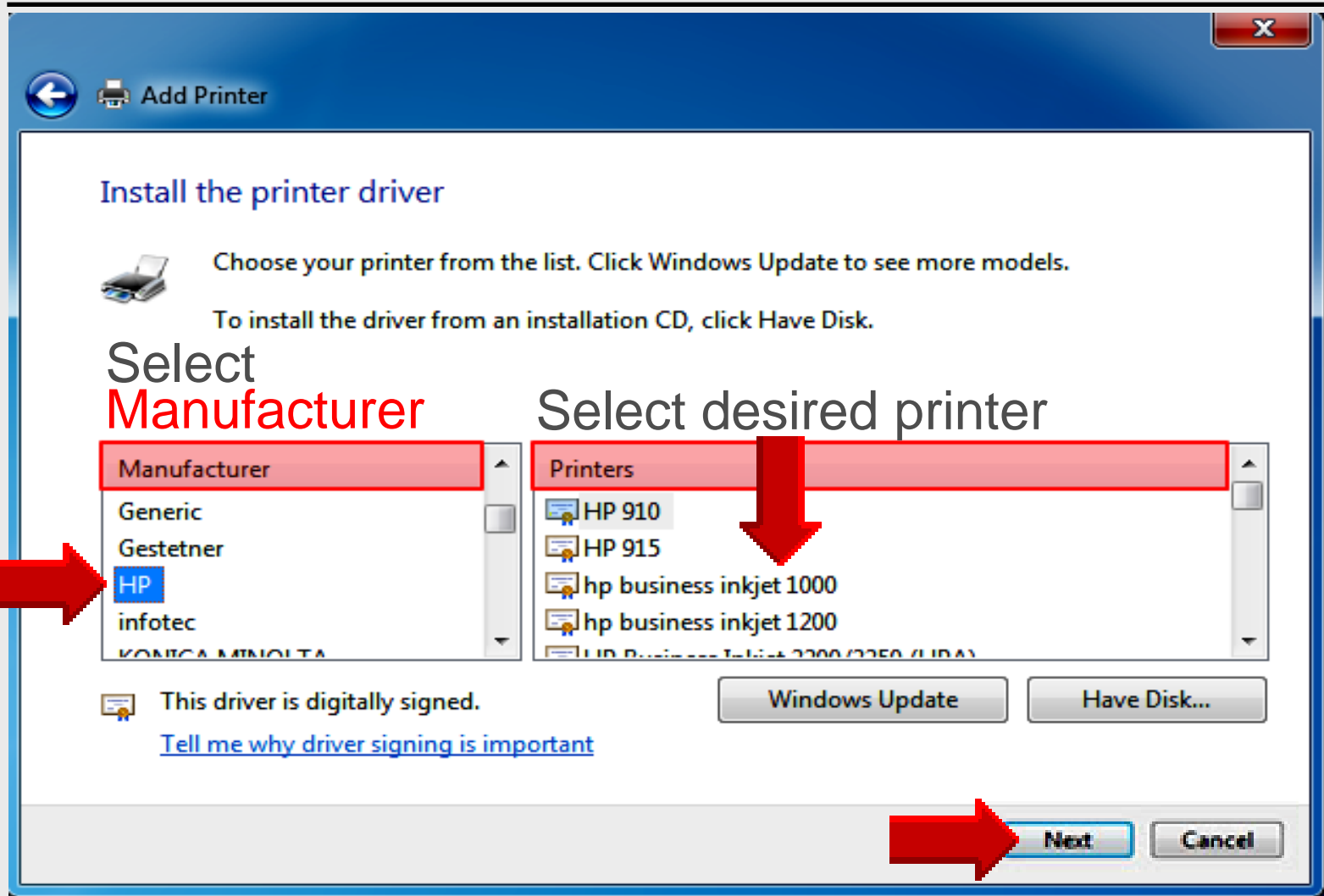
Create a new port:

Type of port: Local Port

Next Cancel

Select Local Port

Select Printer Driver



Install Printer Driver

Add Printer

Install the printer driver

Choose your printer from the list. Click Windows Update to see more models.
To install the driver from an installation CD, click Have Disk.

Printers

- RICOH Aficio MP C3500 PCL 6
- RICOH Aficio MP C4500 PCL 6**

This driver is digitally signed.
[Tell me why driver signing is important](#)

Windows Update Have Disk...

Next Cancel

Do Not Share Printer

Add Printer

Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

Do not share this printer

Share this printer so that others on your network can find and use it

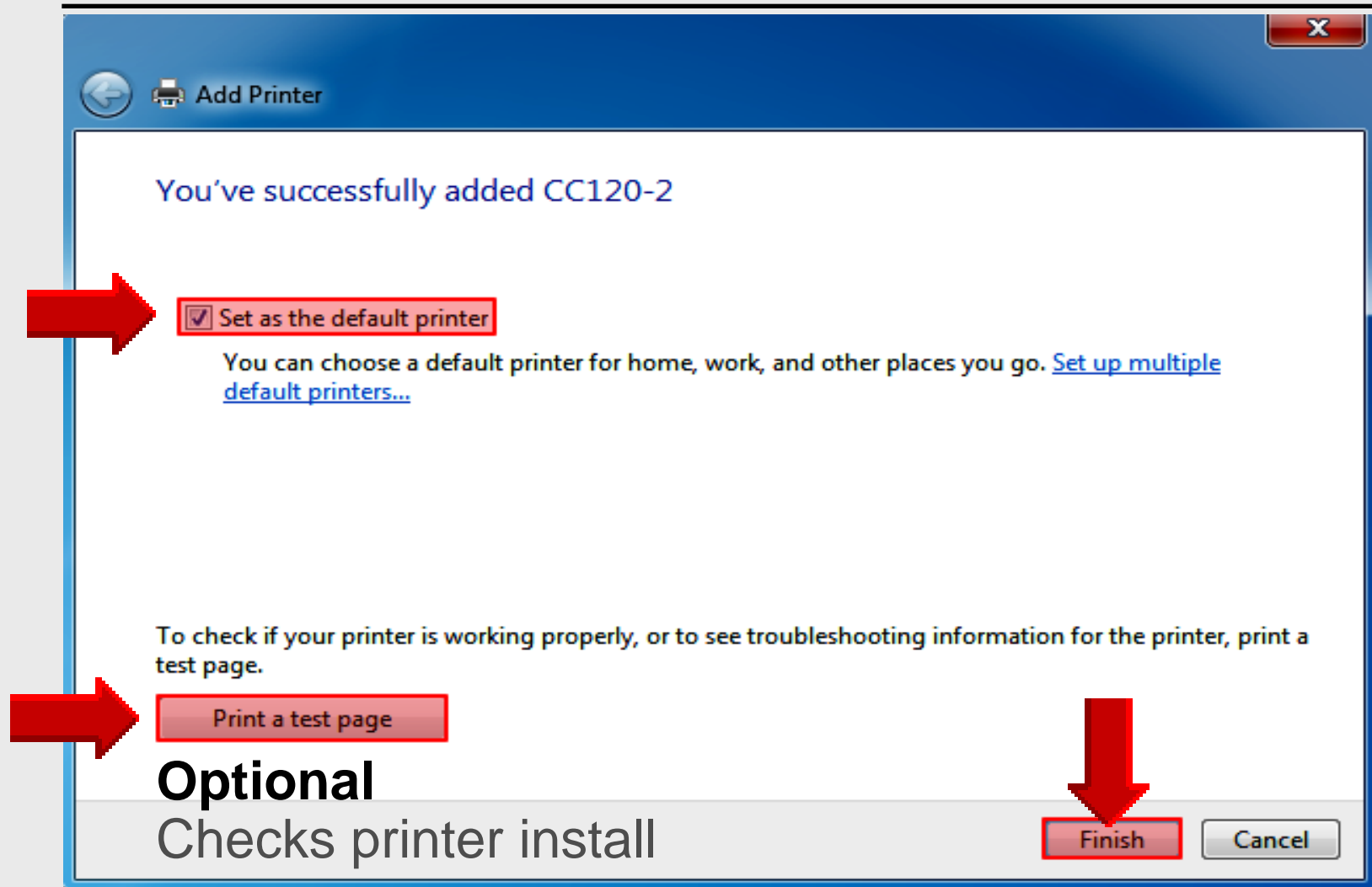
Share name:

Location:

Comment:

Next **Cancel**

Successfully Added



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