

# Mapping Network Printers

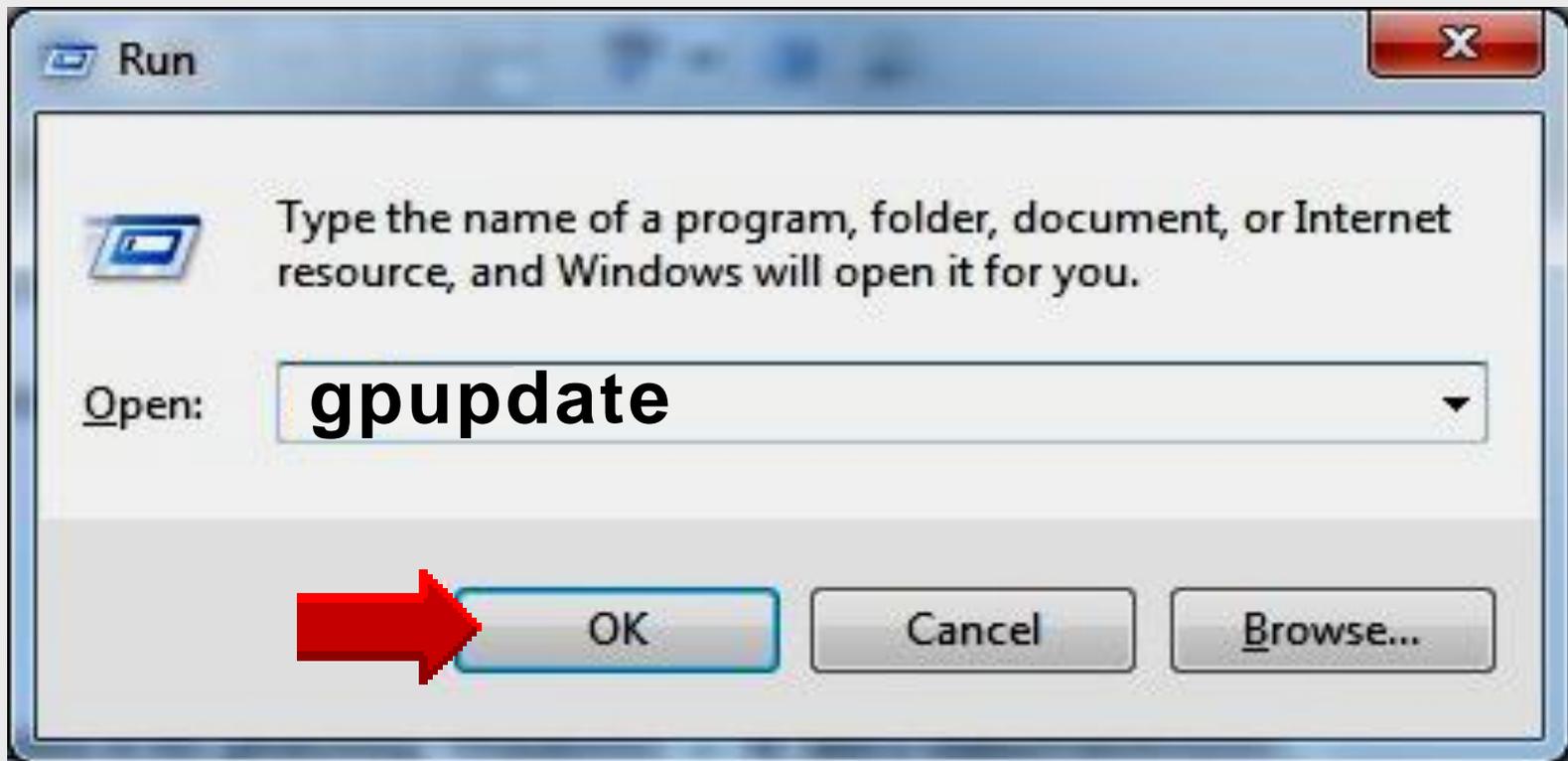
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**Windows 7**

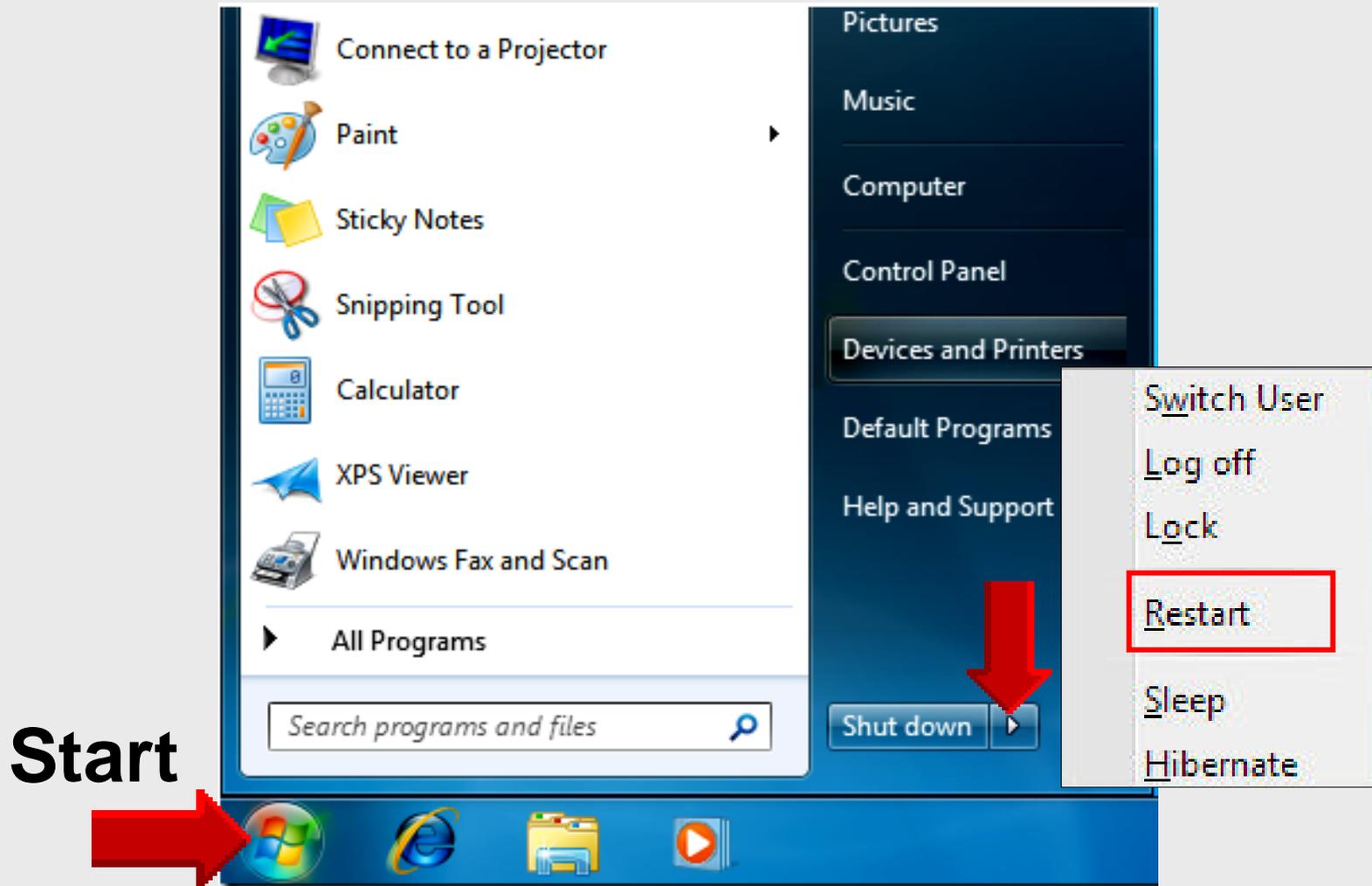
# Update Group Policy

Using keyboard shortcut keys:

Press  +R Open the Run dialog box



# Restart after Policy Update



# Mapping Network Printers

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**Windows 7**

# Online Handouts

<http://webclass.org>

**Webclass**  
web-based tutorials

Google™ Custom Search Search

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
- Web-based [Keyboarding](#) requiring no login
- Perpetual lesson plan [calendar](#)

After all, **Webclass.org** can be *anywhere you want it to be....*

**Elementary Storytelling in iTunes**

**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.

# Objectives

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

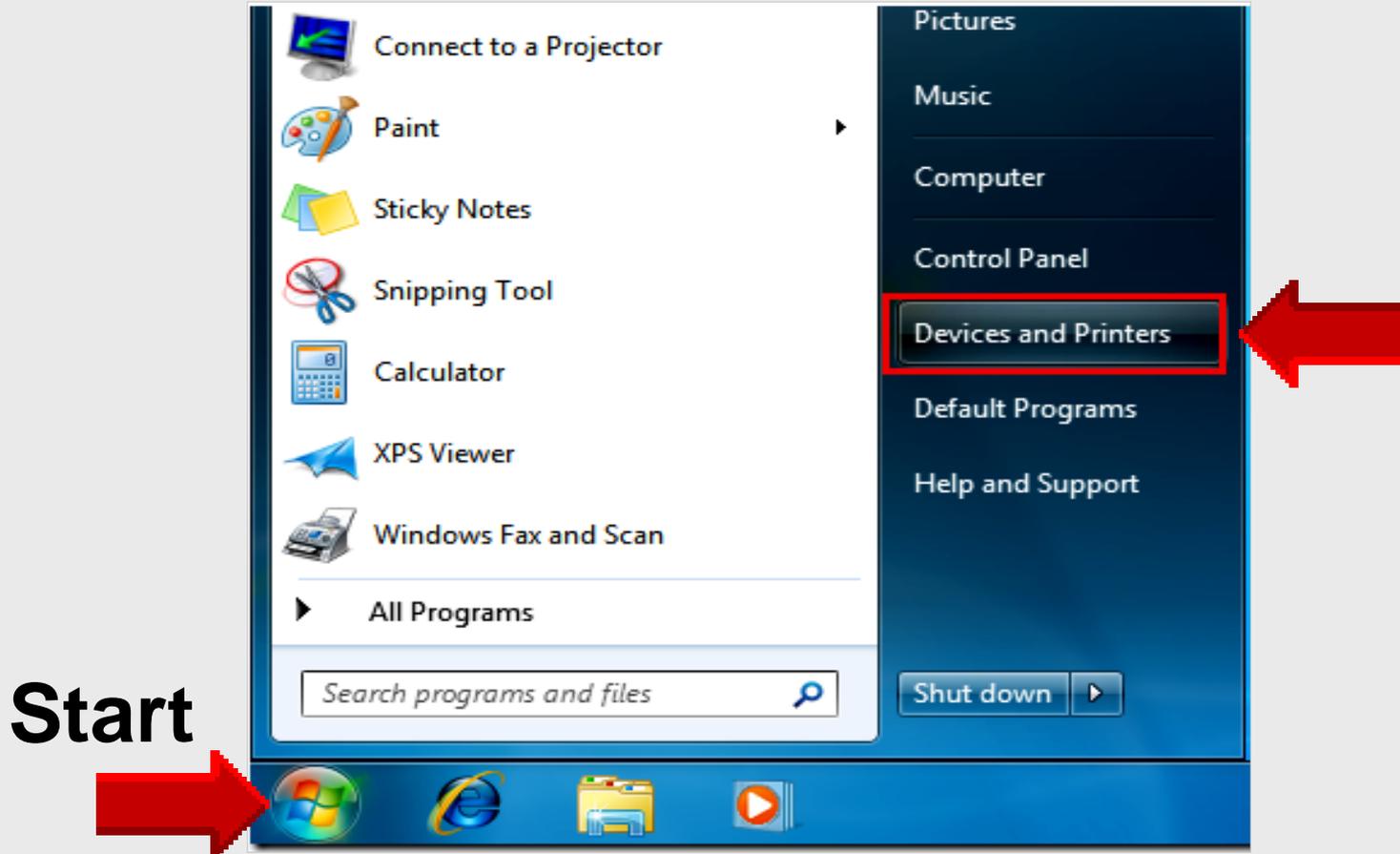
# 1 – Find Printer

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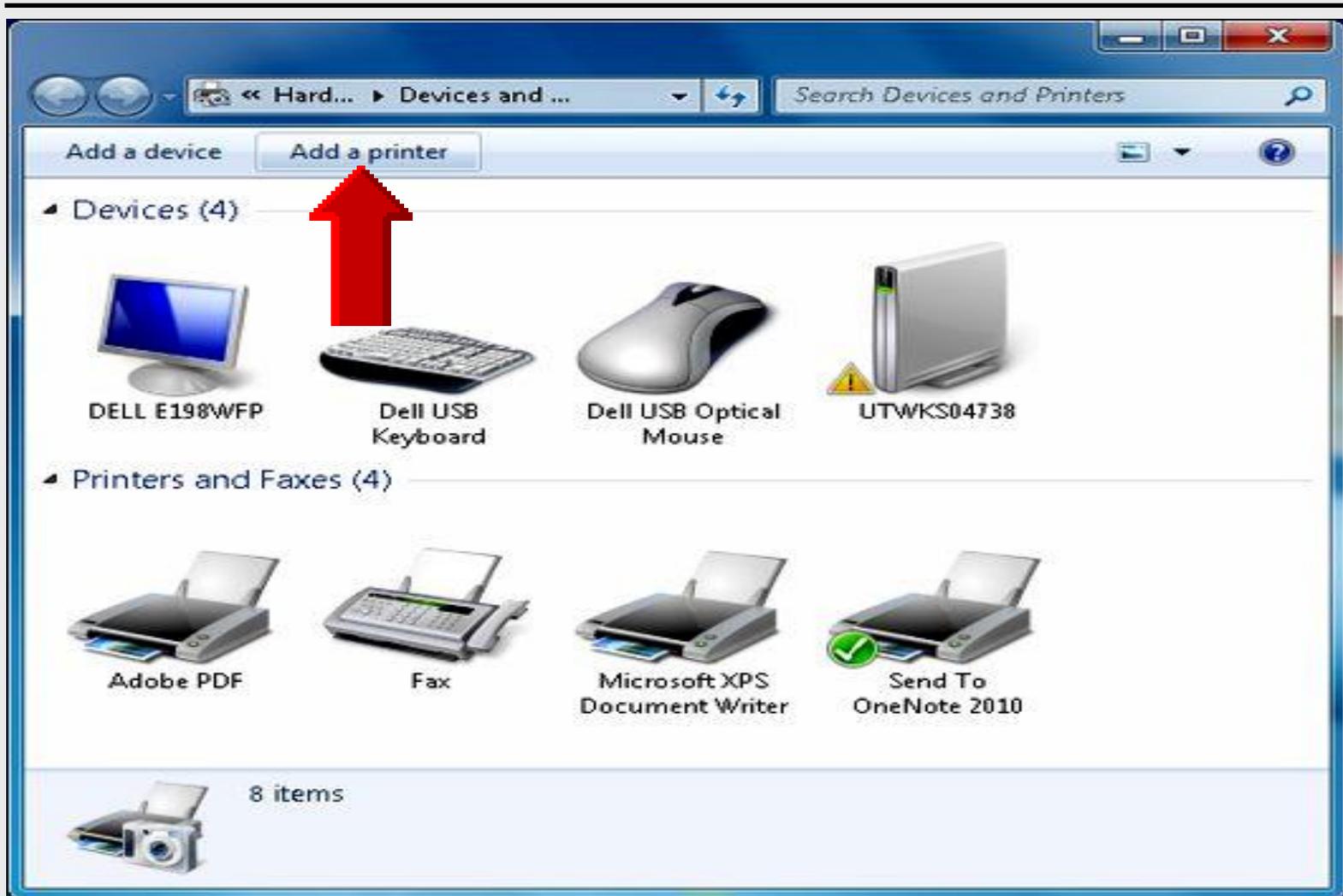
- **Locate network printer**  
Make a list of desired network printers by room number
- **Obtain printer IP address**  
Format of EPISD IP addresses  
10.school number.xx.xxx  
**10.168.4.100**
- **Obtain each printer model**  
**HP LaserJet 1320n**  
**HP LaserJet 2430n**

# 2 – Add Printer

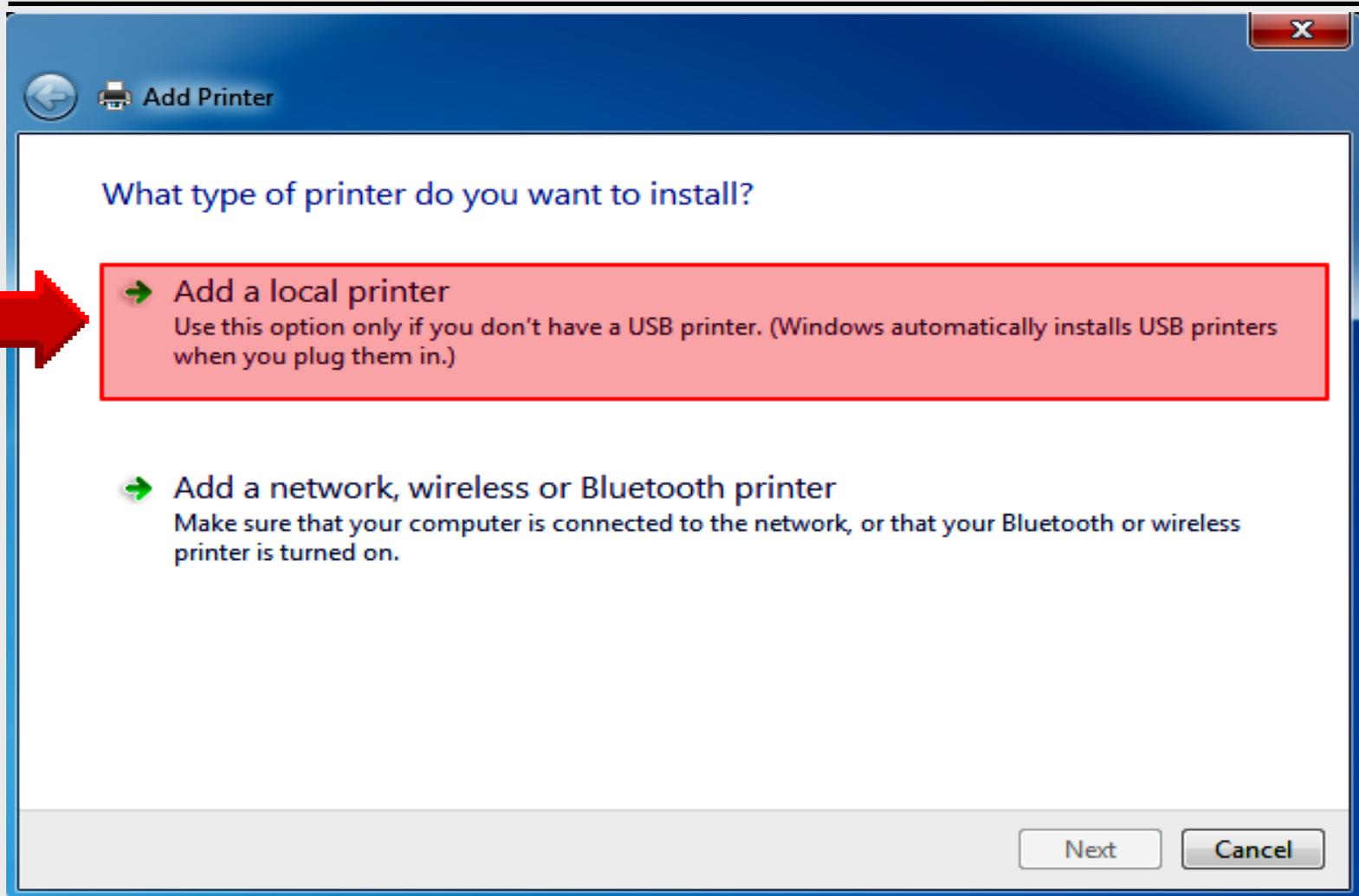
Click **Start – Devices and Printers**



# 3 – Add Printer



# 4 – Add Local Printer



# 5 – Create New Port

**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:**

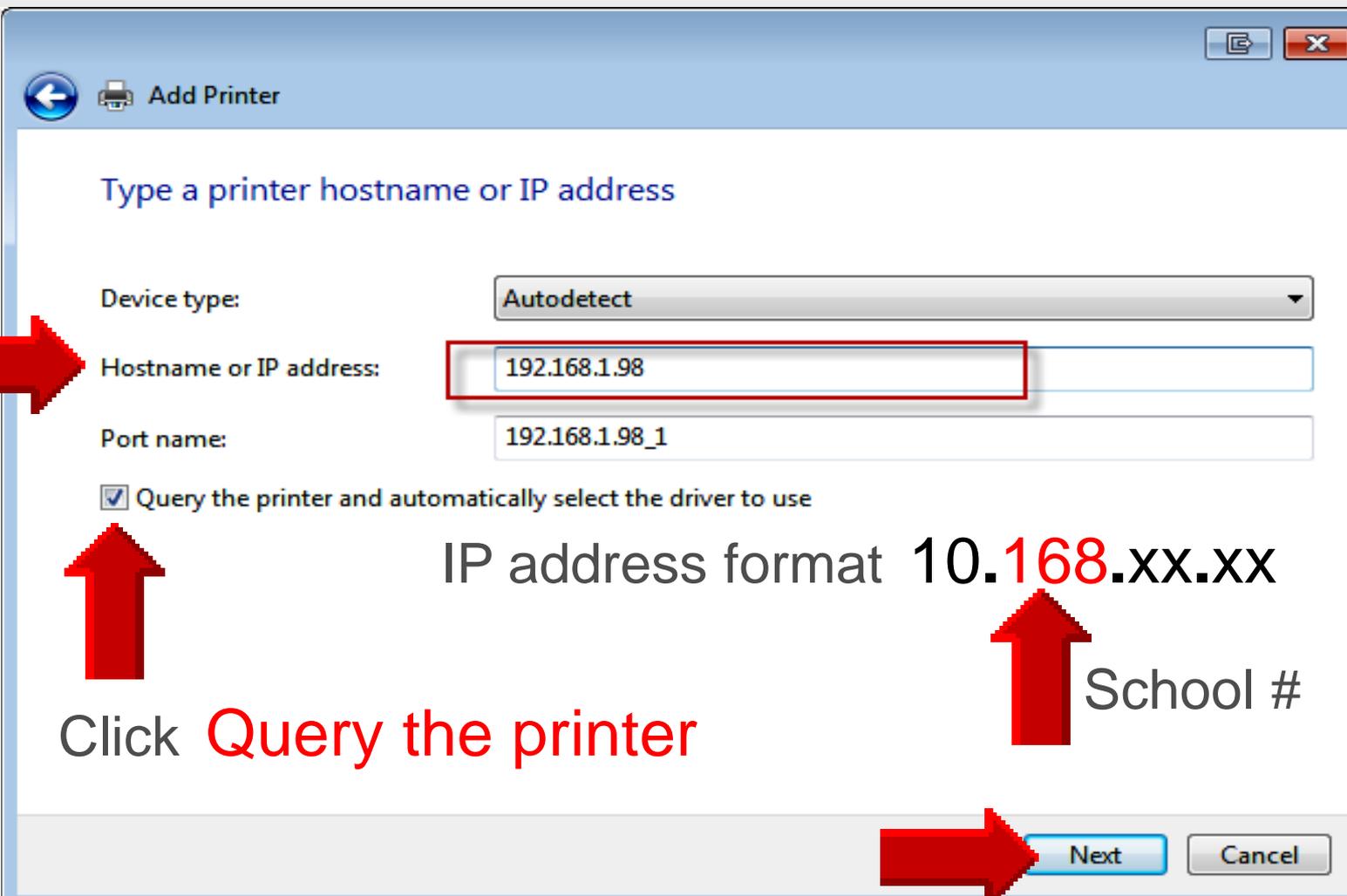
Type of port: Local Port

Click **Create a new port**

Select **Standard TCP/IP Port**

Next Cancel

# 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. The 'Port name' field contains '192.168.1.98\_1'. The checkbox 'Query the printer and automatically select the driver to use' is checked. A red arrow points to this checkbox with the text 'Click Query the printer'. Another red arrow points to the IP address field with the text 'IP address format 10.168.xx.xx' and 'School #'. A third red arrow points to the 'Next' button at the bottom right.

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

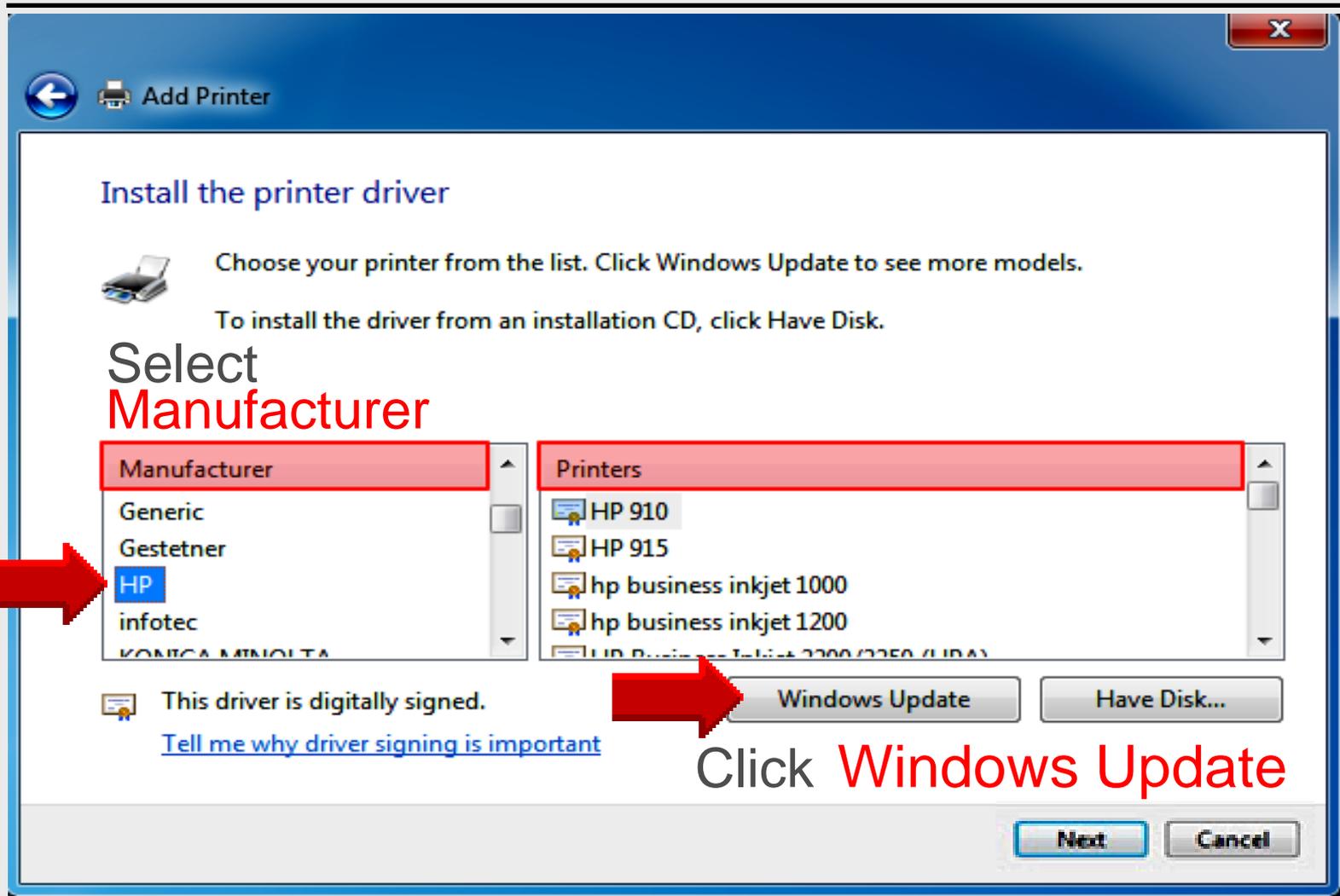
IP address format 10.168.xx.xx

School #

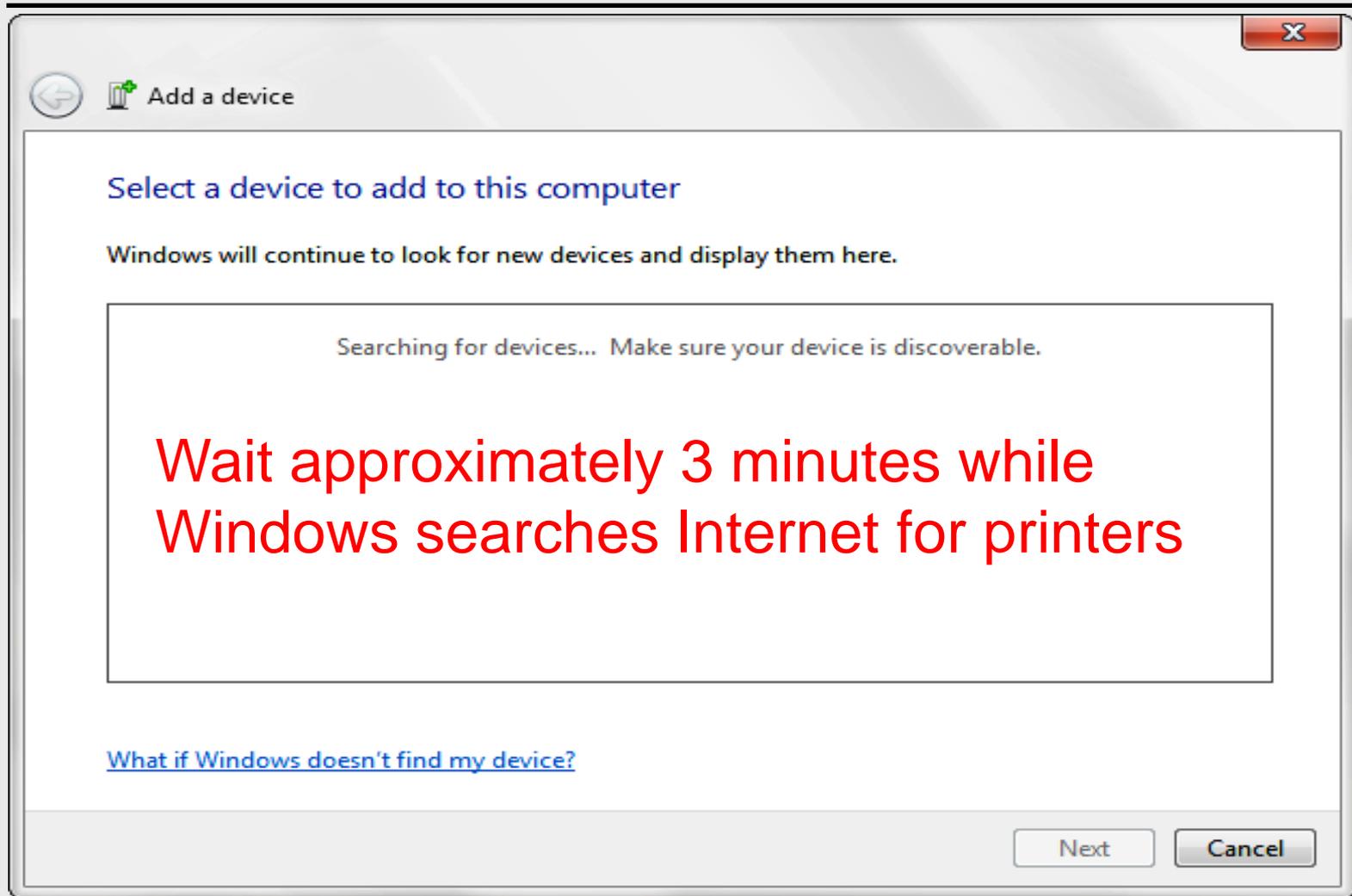
Click **Query the printer**

Next Cancel

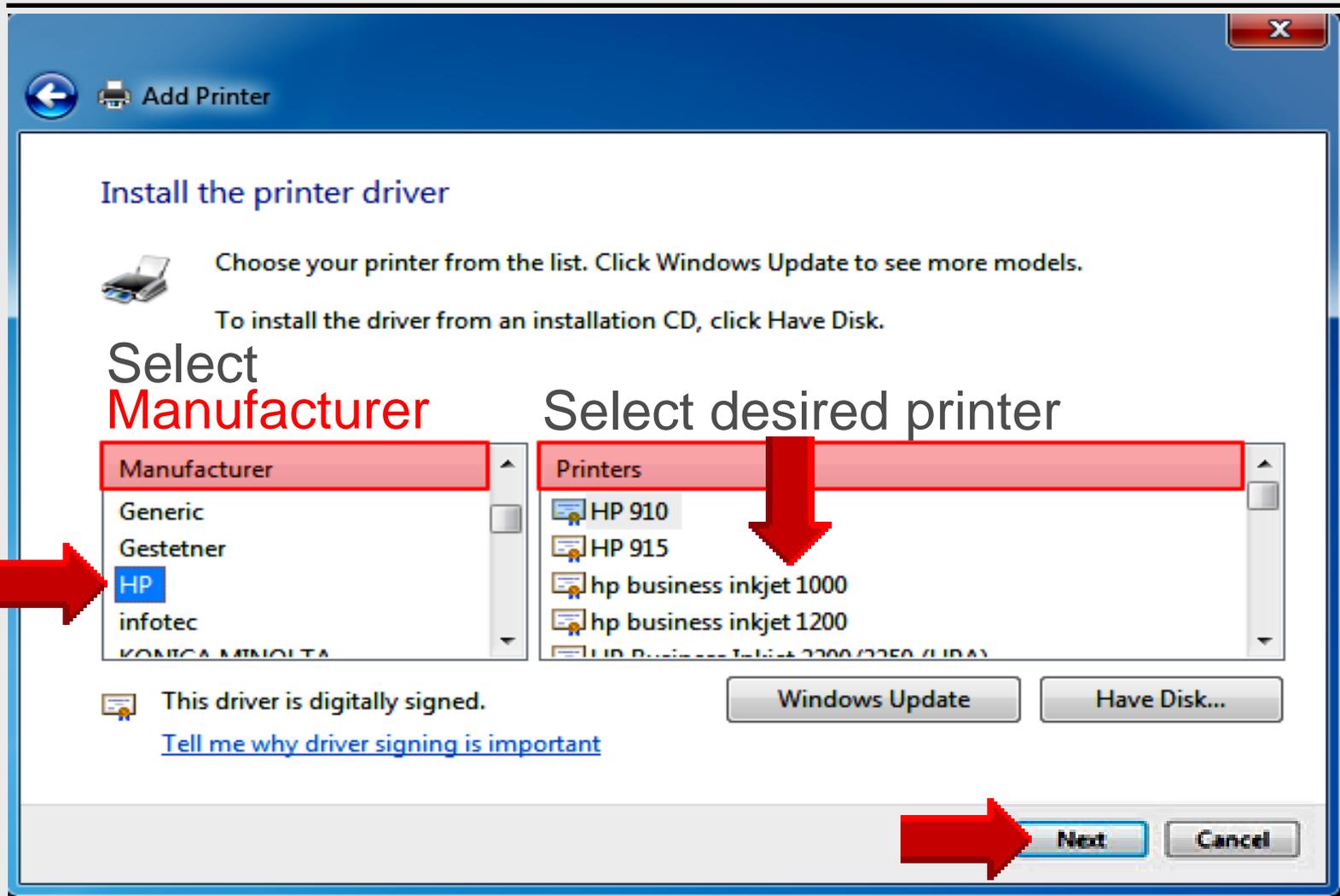
# 7 – Install Printer Driver



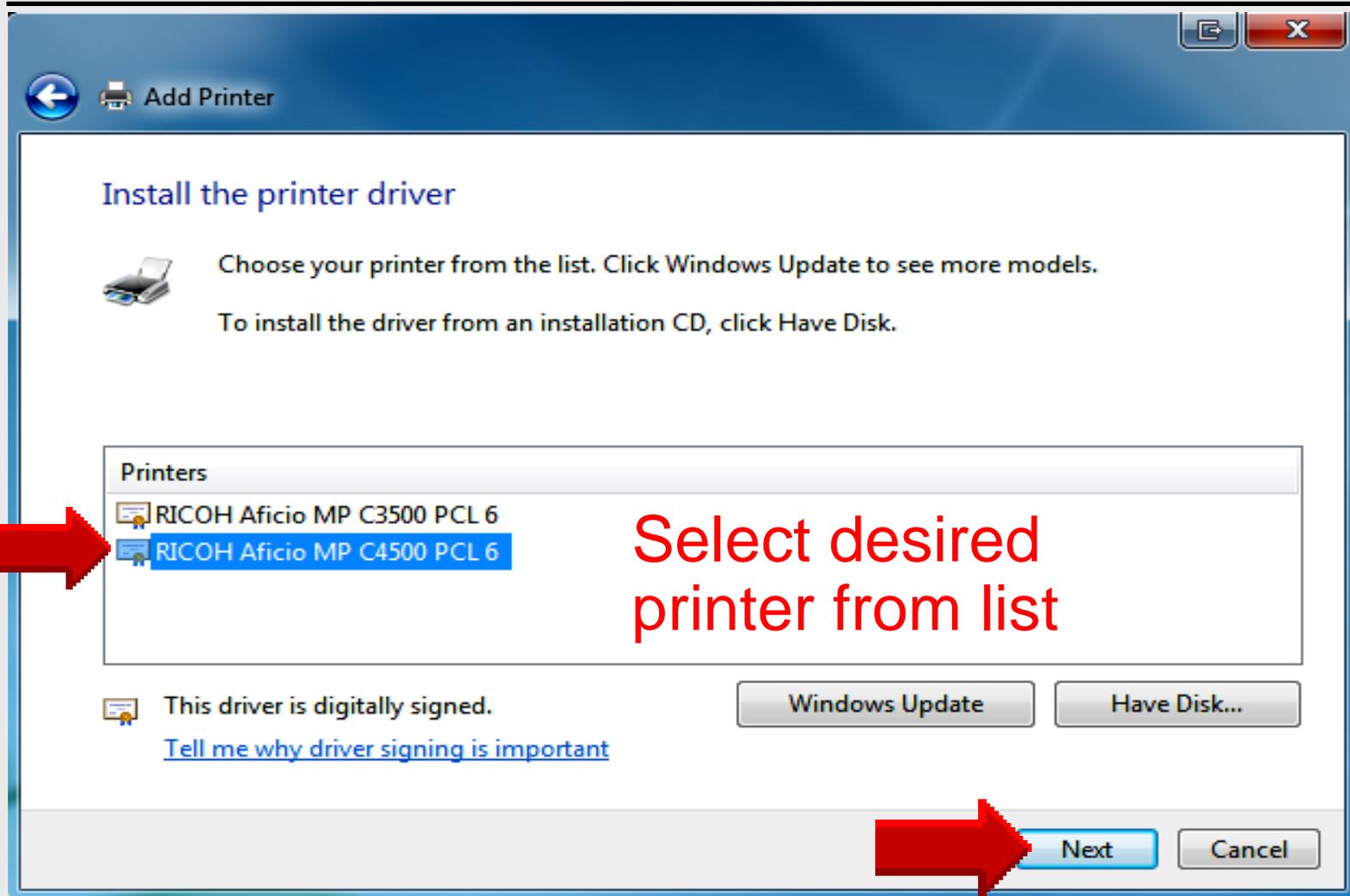
# 8 – Install Printer Driver



# 9 – Install Printer Driver



# 10 – Install Printer Driver



# 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

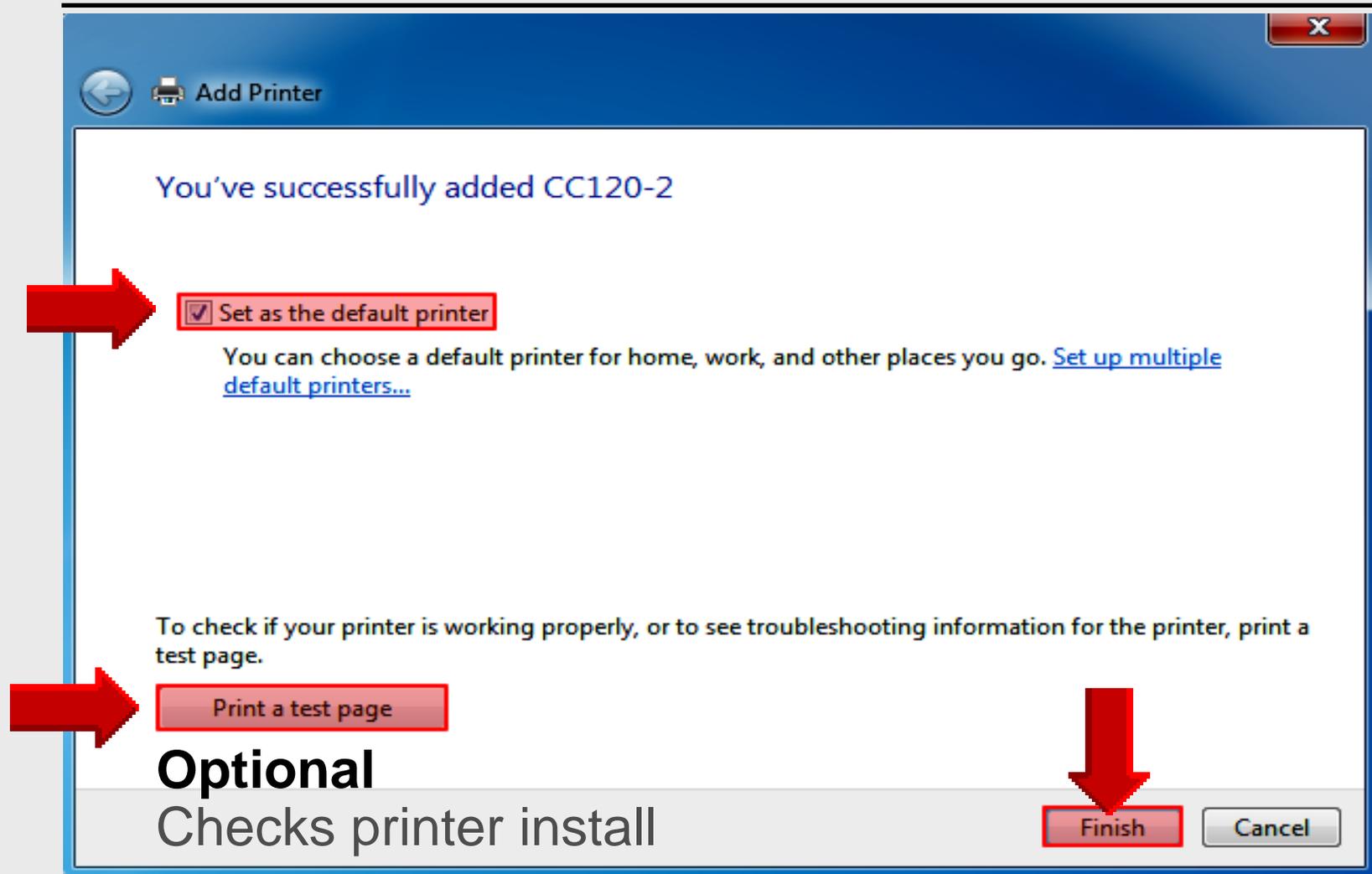
Share name:

Location:

Comment:

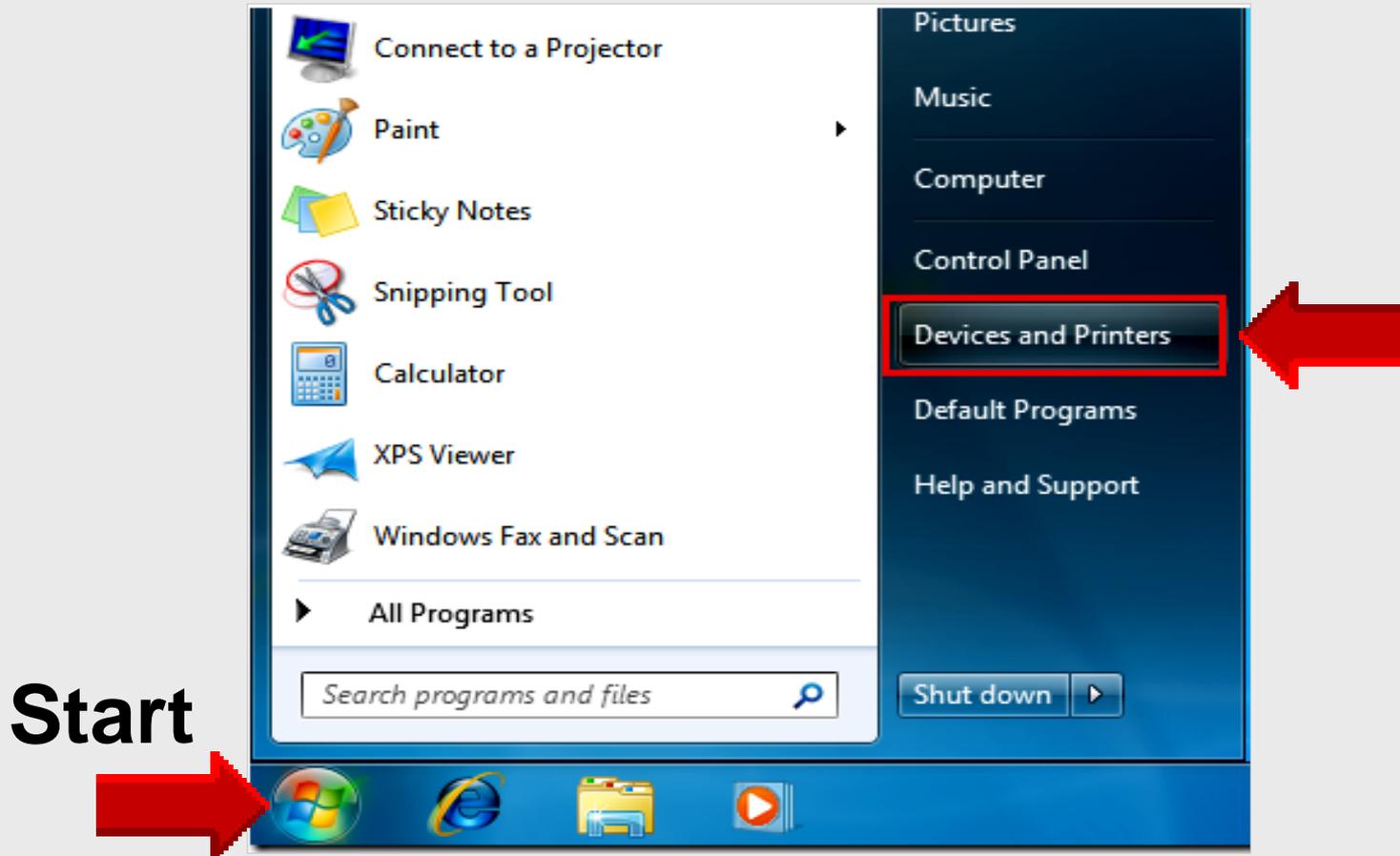
**Next** **Cancel**

# 12 – Successfully Added

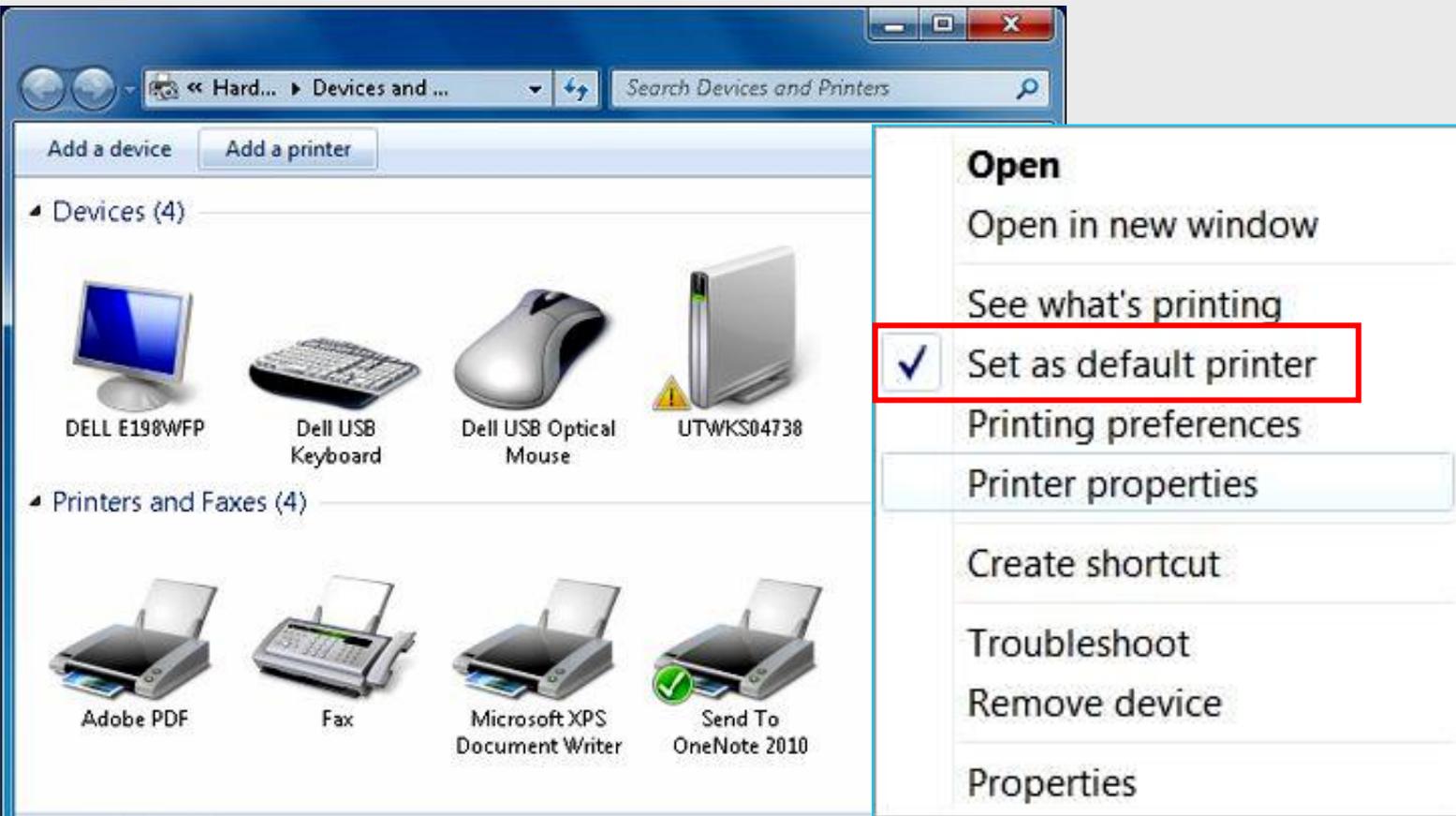


# Set Default Printer

Click **Start – Devices and Printers**



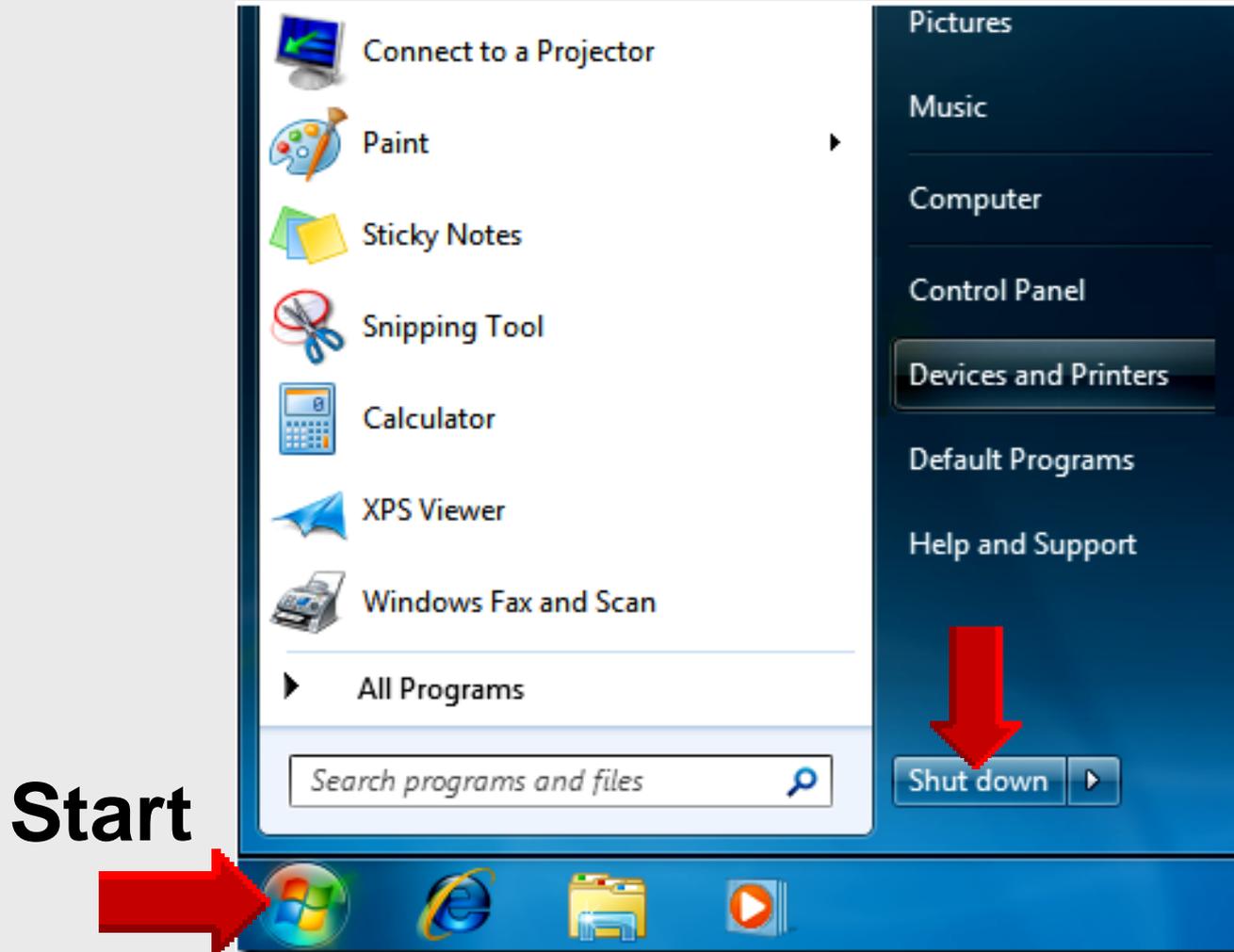
# Set Default Printer



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 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



# **Windows 7 Tutorials**

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## **Atomic Learning**

# Login

 [Log In](#) [Help](#) | [FAQ](#) | [Settings](#)

[f](#) [t](#) [yt](#) [en](#) [Subscribe to Atomic Learning eNewsletters!](#) [Text Size](#) [+](#)

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- Higher Education
- Assistive Technology
- Global Education

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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

<http://atomiclearning.com>

# Login

The image shows a screenshot of the Atomic Learning website. At the top right, there is a navigation bar with a 'Log In' button, a 'Help' link, a 'FAQ' link, and a 'Settings' link. A red arrow points to the 'Log In' button. Below the navigation bar, there is a dark blue banner with social media icons (Facebook, Twitter, YouTube) and a subscription link: 'Subscribe to Atomic Learning eNewsletters!'. The main content area features a 'Moving Education' section with a woman sitting at a desk with a laptop and books. To the left of this section is a 'Our Solutions' menu with options for 'K-12 Education', 'Higher Education', 'Assistive Technology', and 'Global Education'. To the right is a 'News & Resources' section with three articles: 'Small Steps = Big Results', 'New Content Alert: Including Facebook for Students', and 'Pre-Designed Projects Make Tech Integration Easy'. A white callout box with a blue border is overlaid on the right side of the page, containing the text 'Click Log In'.

**Atomic Learning**

Log In Help | FAQ | Settings

Subscribe to Atomic Learning eNewsletters!

**Our Solutions**

- Education Training
  - K-12 Education
  - Higher Education
  - Assistive Technology
  - Global Education

**Moving Education**

Education solutions to help learners of all ages embrace technology.

Want to learn more? Use "Our Solutions" menu on the left.

**News & Resources**

- Small Steps = Big Results**  
When you stop to think about your professional development... [more]
- 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]

**Click Log In**

# Login



The image shows a login form titled "Log in to your account" with a close button (X) in the top right corner. The form contains two input fields: "Username" with the value "lnelson@episd.org" and "Password" with the value "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".

Username – **EPISD email**

Password – **EPISDTECH**

# Main Menu



Become a Fan  
View our Blog

Welcome [lnelson@episd.org](mailto:lnelson@episd.org) | [Log Out](#) | [My Reports](#) | [My Profile & Settings](#) | [Help](#) | [FAQ](#)

Home

What's New

Extras

Support

Upgrade Options

Text Size:



## Featured resources

Webinar: **FREE**  
21<sup>st</sup> Century  
Skills

REGISTER NOW!

**CONTEST**  
? Design AI

SEE DETAILS!

3 Keys to a **FREE**  
Successful  
Laptop Initiative

FREE EBOOK!

## PD in Action



## Find an Answer to a Tech Question

## Browse Available Training & Projects

### Tutorials

Select desired filter(s):

EDIT MY PREFERRED TRAINING

Applications...



Platforms...



Types...



Find Tutorials

# Find Tutorial

The screenshot shows the Atomic Learning website interface. At the top, there is a navigation bar with the Atomic Learning logo, a Facebook link, and a welcome message for 'lnelson@episd.org'. Below the navigation bar is a dark blue menu with options: Home, What's New, Extras, Support, Upgrade Options, and Text Size (+/-). The main content area is divided into two columns. The left column features 'Featured resources' with three promotional cards: 'Webinar: FREE 21st Century Skills', 'CONTEST Design AI', and '3 Keys to a FREE Successful Laptop Initiative'. The right column is titled 'Find an Answer to a Tech Question' and 'Browse Available Training & Projects'. Under 'Browse Available Training & Projects', there is a 'Tutorials' filter checked. Below this, a section titled 'Select desired filter(s):' contains three dropdown menus: 'Applications...', 'Platforms...', and 'Types...'. The 'Applications...' dropdown is highlighted with a red box, and a large red arrow points to it. A 'Find Tutorials' button is located at the bottom of the filter section.

# 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



# Find Tutorials

Browse Available Training & Projects 

**Tutorials**

Select desired filter(s):

[EDIT MY PREFERRED TRAINING](#) 

**Windows**

Versions...

Platforms...

Types...

**Find Tutorials**

**OR** Browse training by [State Standards](#) or [ISTE NETS-S](#):

# Windows 7 Tutorials

 EDIT PREFERENCES ▶

Series Title	Publisher	Tutorial Count	Total Play Time	CC
+ Windows 2000 (PC) (1 Item)				
- Windows 7 (PC) (1 Item)				
<u>Windows 7</u>		42	01:20:55	CC
+ Windows 98 (PC) (1 Item)				
+ Windows Media Player 10 (PC) (1 Item)				
+ Windows Media Player 11 (PC) (1 Item)				
+ Windows Movie Maker 2 (PC) (1 Item)				
+ Windows Vista (PC) (3 Items)				
+ Windows XP (PC) (2 Items)				



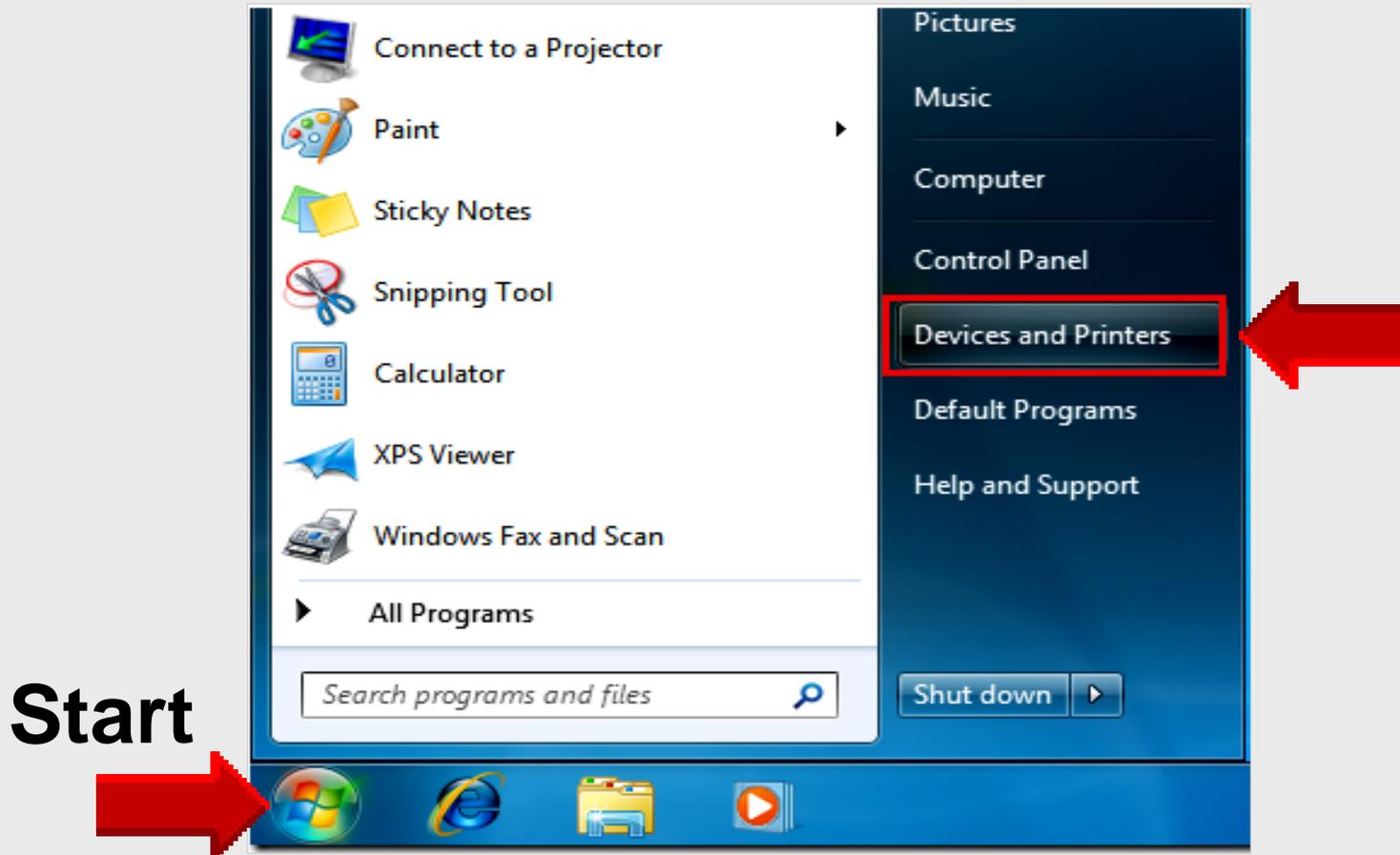
# **Installing USB Printers**

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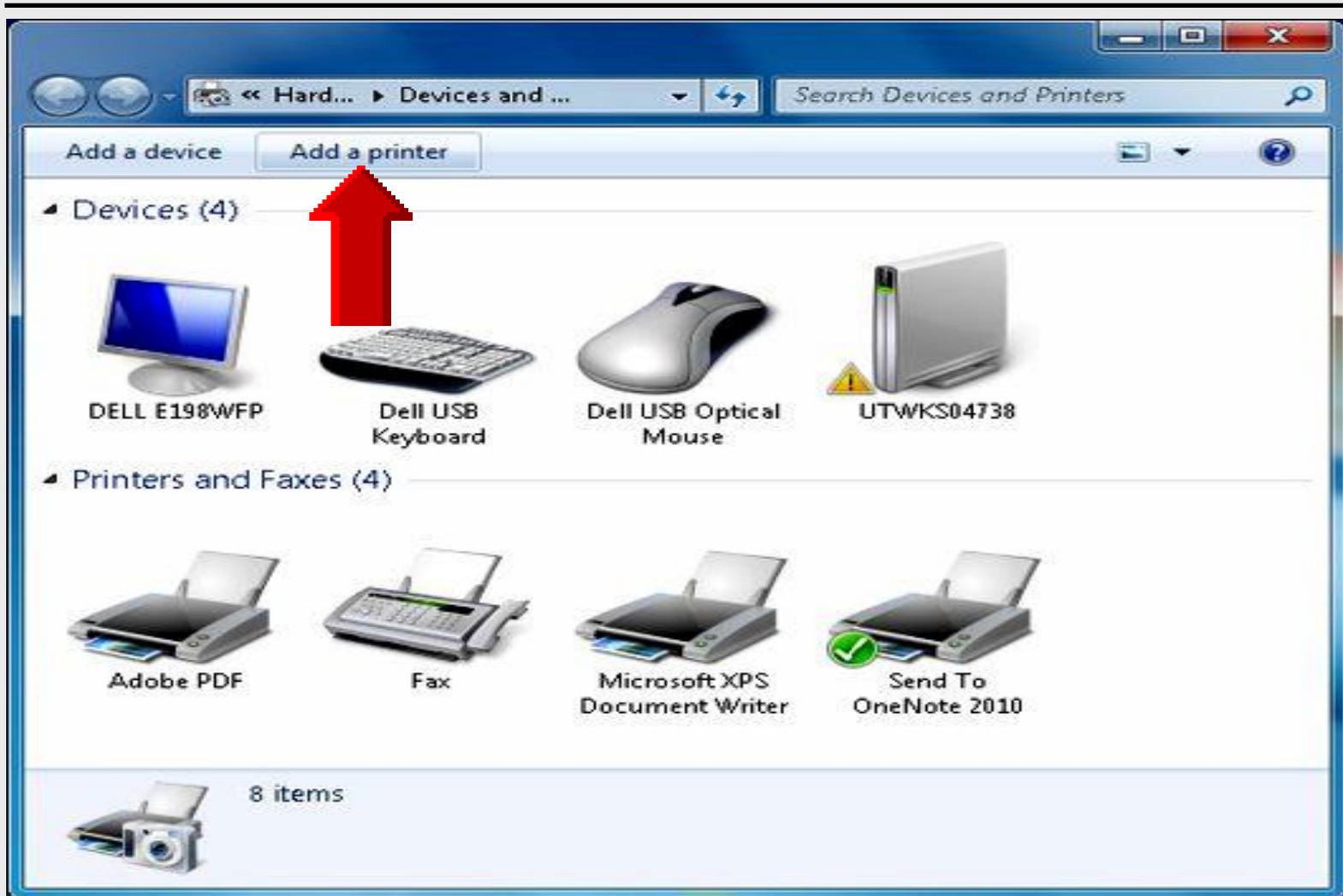
## **Windows 7**

# Add USB Printer

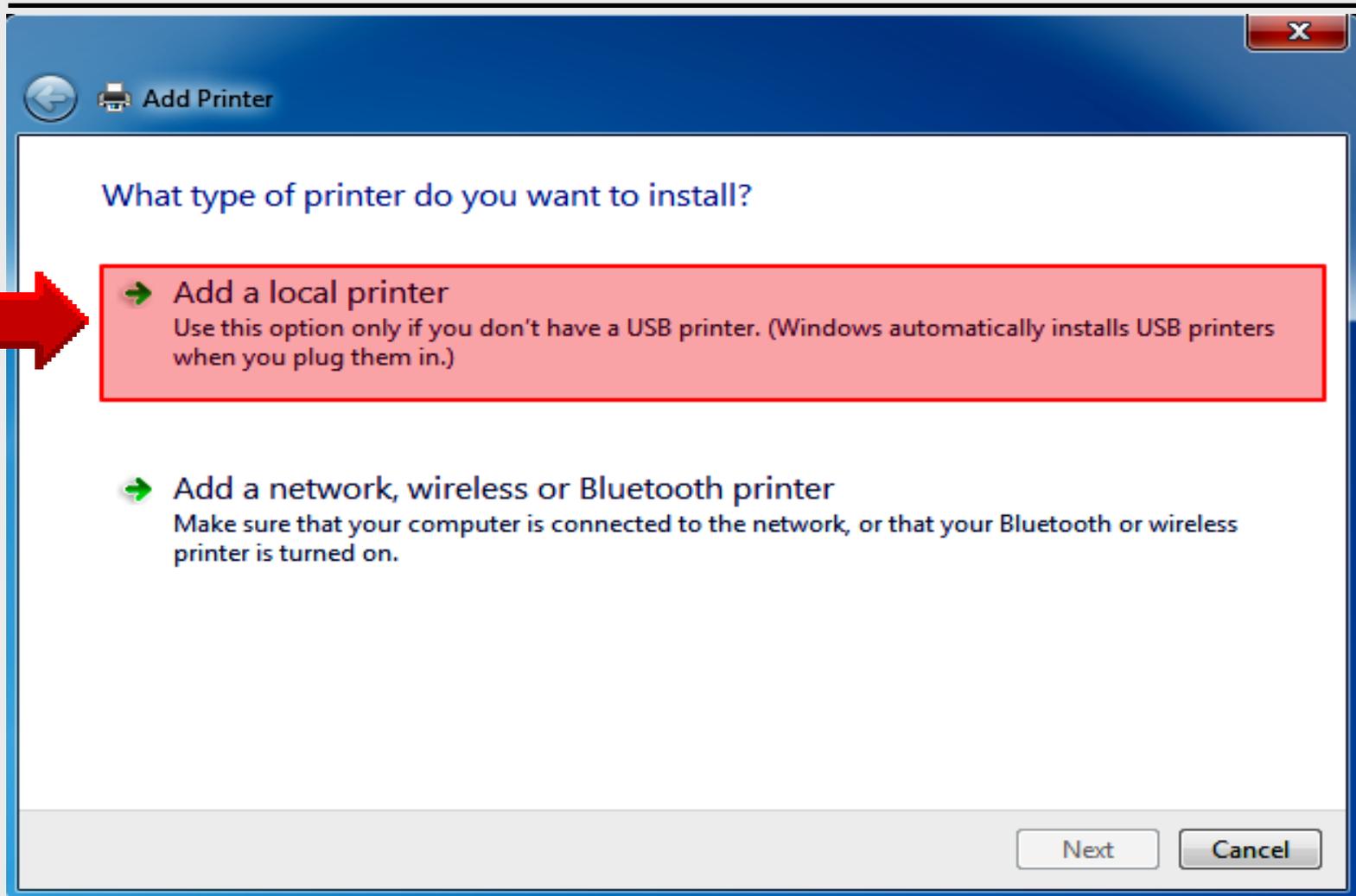
Click **Start – Devices and Printers**



# Add Printer



# Add Local Printer



# Create New Port

The screenshot shows the 'Add Printer' wizard window. The title bar reads 'Add Printer'. The main heading is 'Choose a printer port'. Below this, a descriptive sentence states: 'A printer port is a type of connection that allows your computer to exchange information with a printer.' There are two radio button options: 'Use an existing port:' and 'Create a new port:'. The 'Create a new port:' option is selected and highlighted with a red box. A red arrow points from the left towards this option. Below the radio buttons, there is a 'Type of port:' label and a dropdown menu. The dropdown menu is open, showing 'Local Port' selected, and is also highlighted with a red box. A red arrow points upwards towards the 'Local Port' selection. At the bottom of the window, there are two buttons: 'Next' and 'Cancel'. A red arrow points from the left towards the 'Next' button. The text 'Click Create a new port' is written in red on the left side of the window. The text 'Select Local Port' is written in red below the dropdown menu.

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:

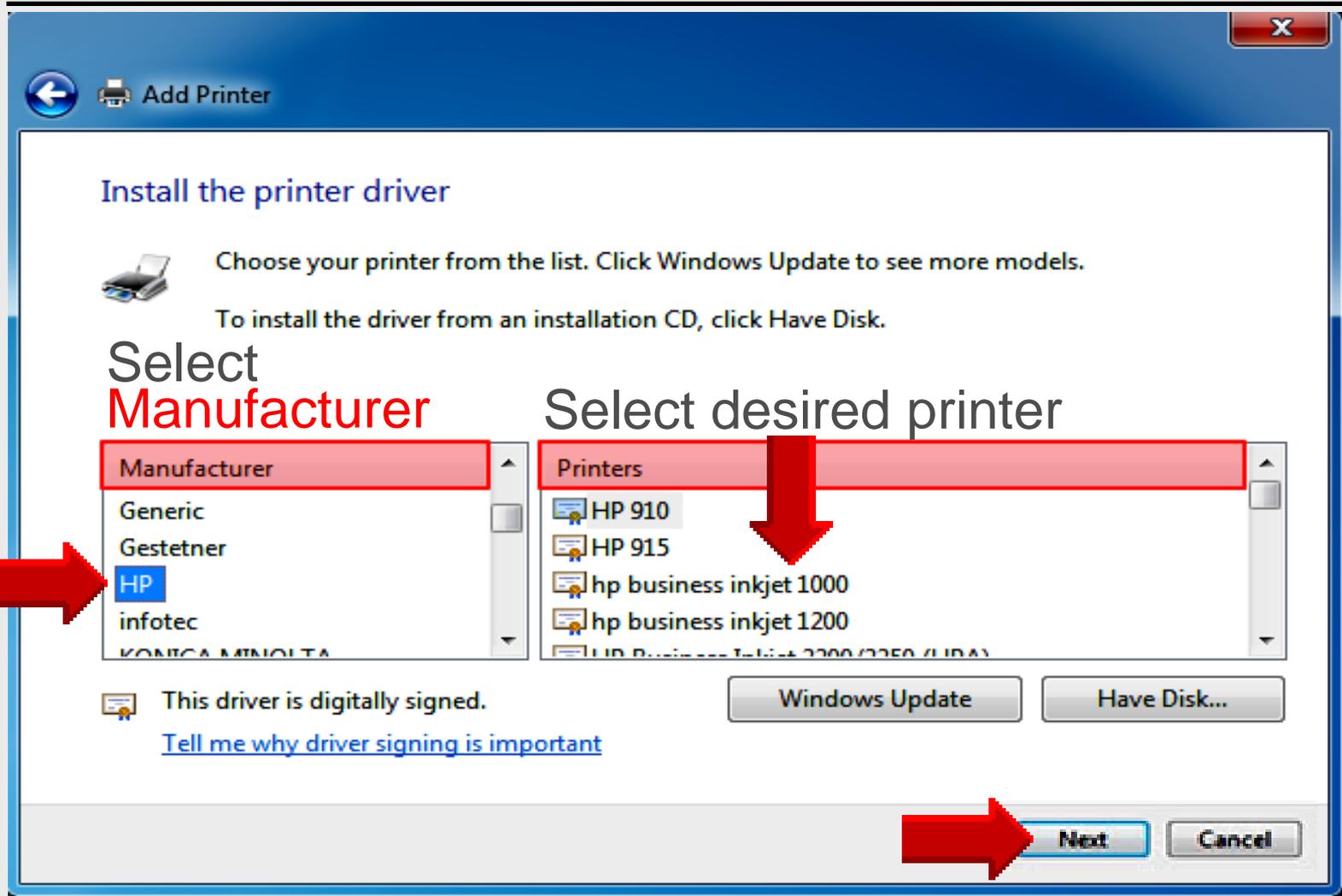
Type of port: Local Port

Click  
Create a  
new port

Select Local Port

Next Cancel

# 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**

# Type Printer Name

**Add Printer**

Type a printer name

Printer name:

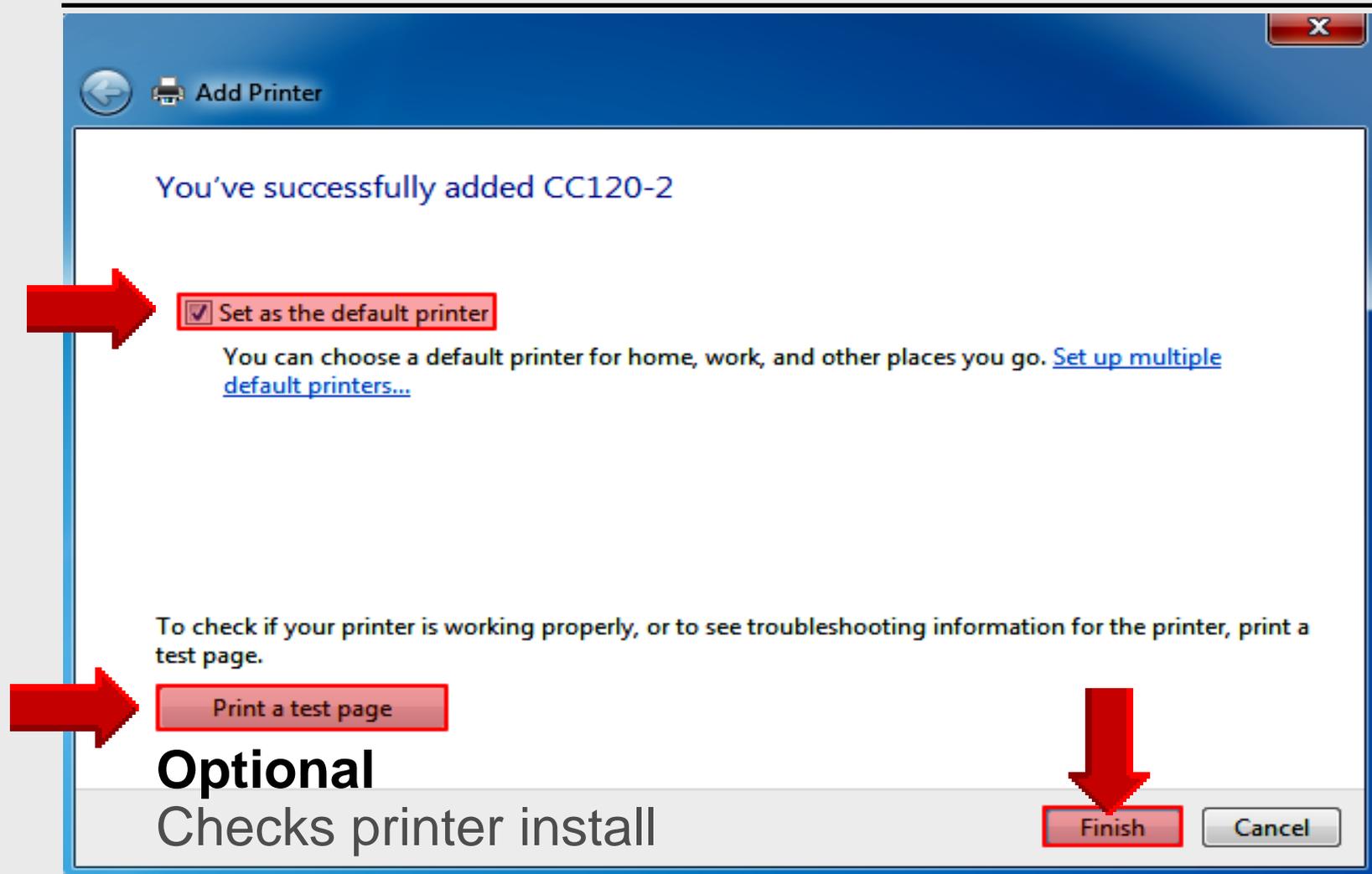
Set as the default printer

This printer will be installed with the HP LaserJet 4200 PCL 5 driver.

Optional: **Set as the default printer**

**Next** **Cancel**

# Successfully Added



# Online Handouts

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