

Installing The Wireless Printer To Your Windows 7 Laptop

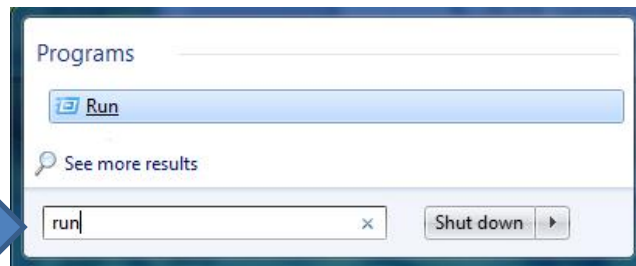
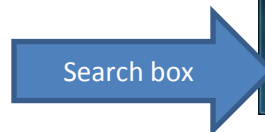
NOTE: When your password expires, you will need to delete the printer and the Credentials and reinstall the printer. Instructions are located at <http://indstate.edu/oitlabs/printing>

1. Make sure you are authenticated to the network, i.e. logged in through CCA, NOT using temporary or guest access. If you are having trouble authenticating, please visit the Computer Support Center in SCC 127 for help.

2. Click the Windows button on the lower left corner of the screen...



3. Type "Run" into the search box and click the program Run as shown in the box to the right. (Your computer may show additional options.)



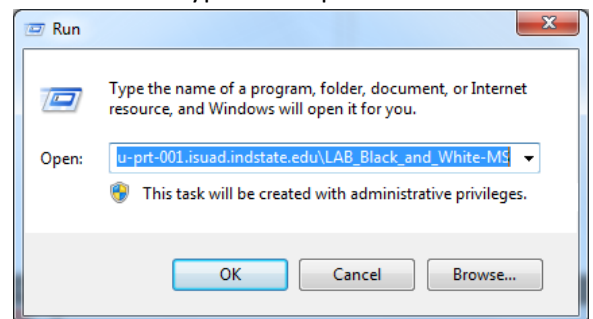
4. In the "Run" dialog box (pictured below), type in the address of the printer you want to install. (To install both printers, you will need to go through the entire process twice. The first time type in one printer address and the second time type in the other printer address.)

For the black/white printer:

`\\isu-prt-001.isuad.indstate.edu\LAB_Black_and_White-MS`

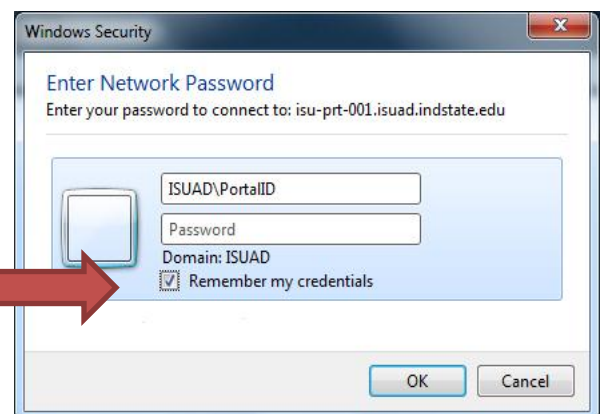
For the color printer:

`\\isu-prt-001.isuad.indstate.edu\LAB_Color-MS`

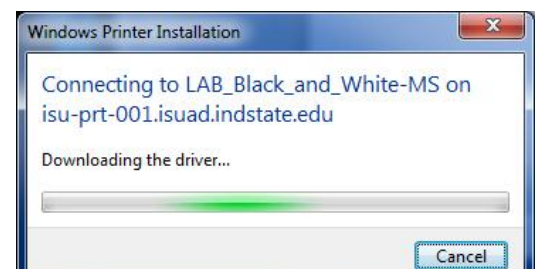


4. Wait for system to find printer; this may take a couple of minutes. If you get an error at this part it is most likely that either a) the name of the printer is incorrect – double check the slashes and underscores, or b) you are not authenticated to the network.

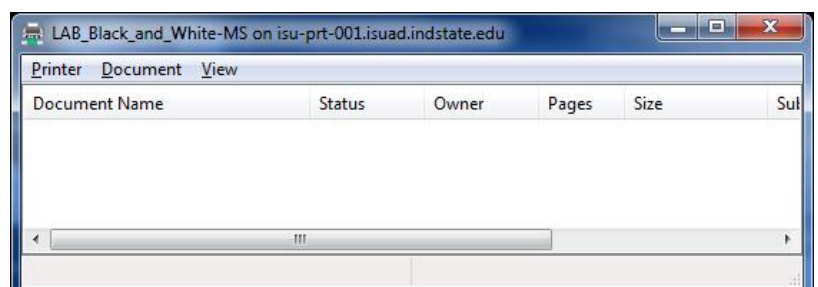
5. In the "Windows Security" box type in "isuad\your portal ID" (substituting your username for "yourportalID") and your password. **NOTE: Make sure you choose "Remember my password" or you will not be able to print. Microsoft does not give you a login prompt!**



6. Windows will now install the print driver. This may take a couple of minutes.



7. When the printer is installed, the print queue window will open.



The printer is now installed and ready to use. Simply print to it like any other printer, and then visit a release station. At the release station, you will login and release the stored jobs you want printed.