

Mapping Network Printers

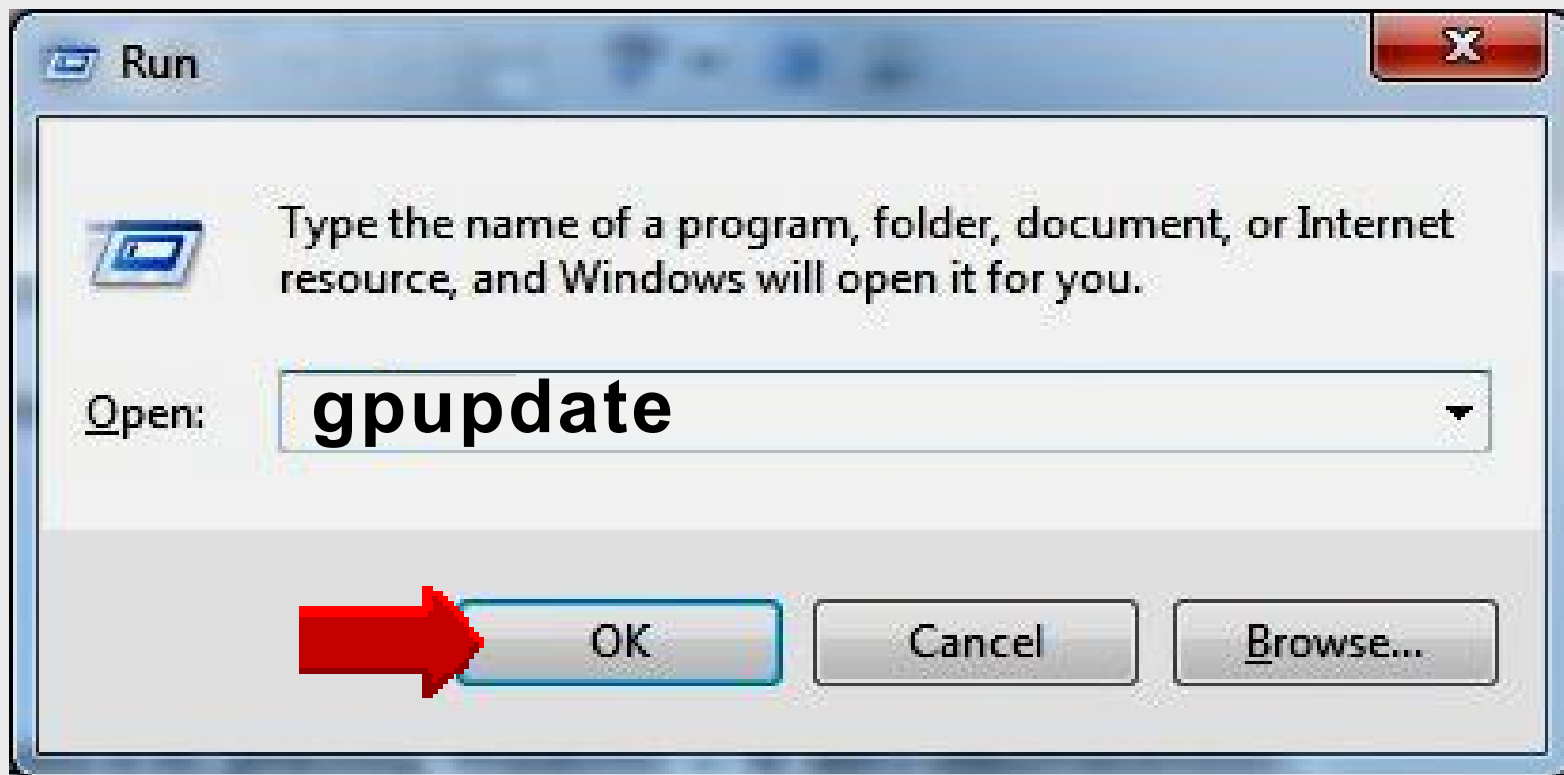
Windows 7

Update
at school

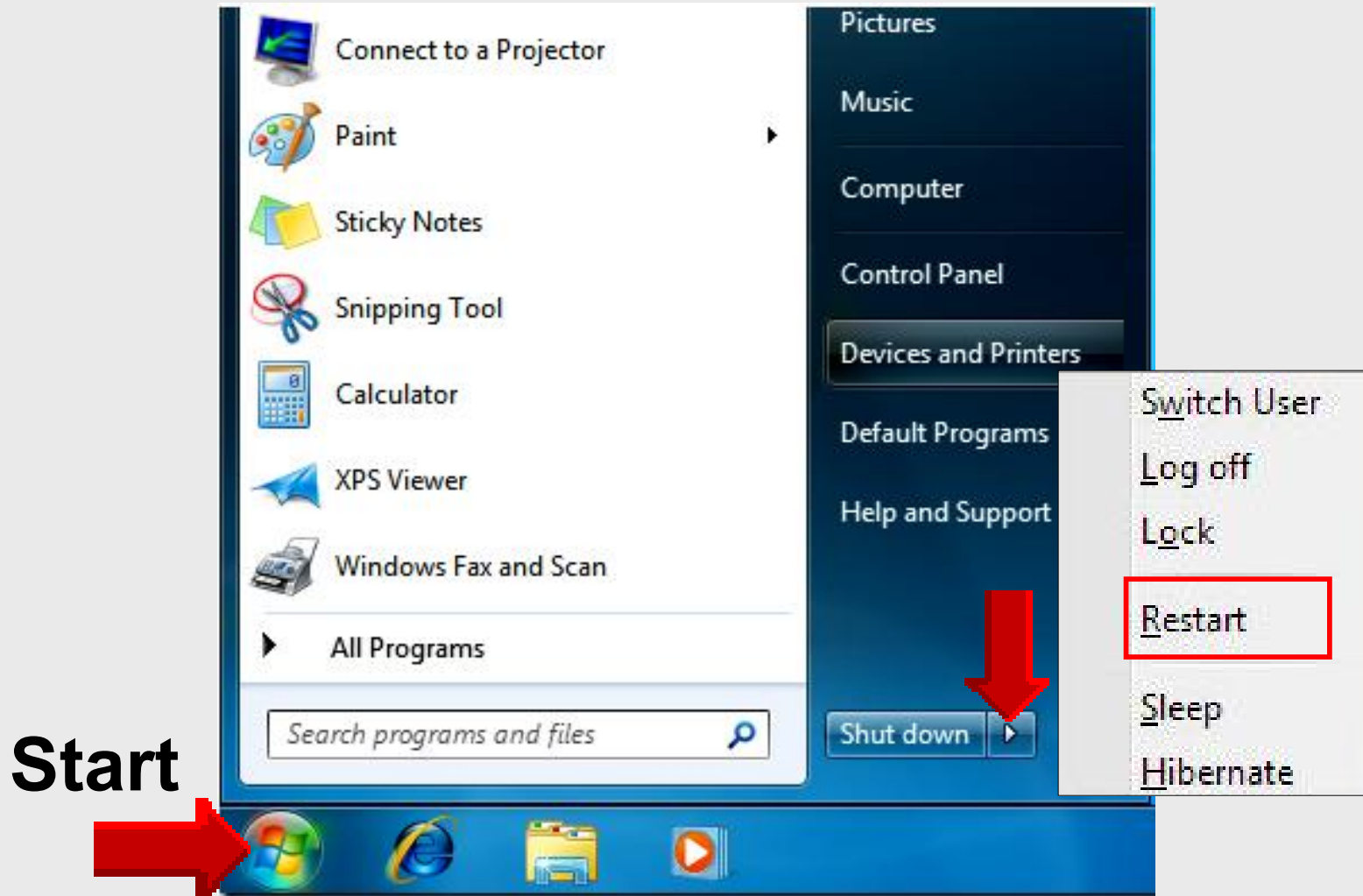
Update Group Policy

Using keyboard shortcut keys:

Press  +R Open the Run dialog box



Restart after Policy Update



Mapping Network Printers

Windows 7

Online Handouts

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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:

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Mapping Network Printers

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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

“ **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

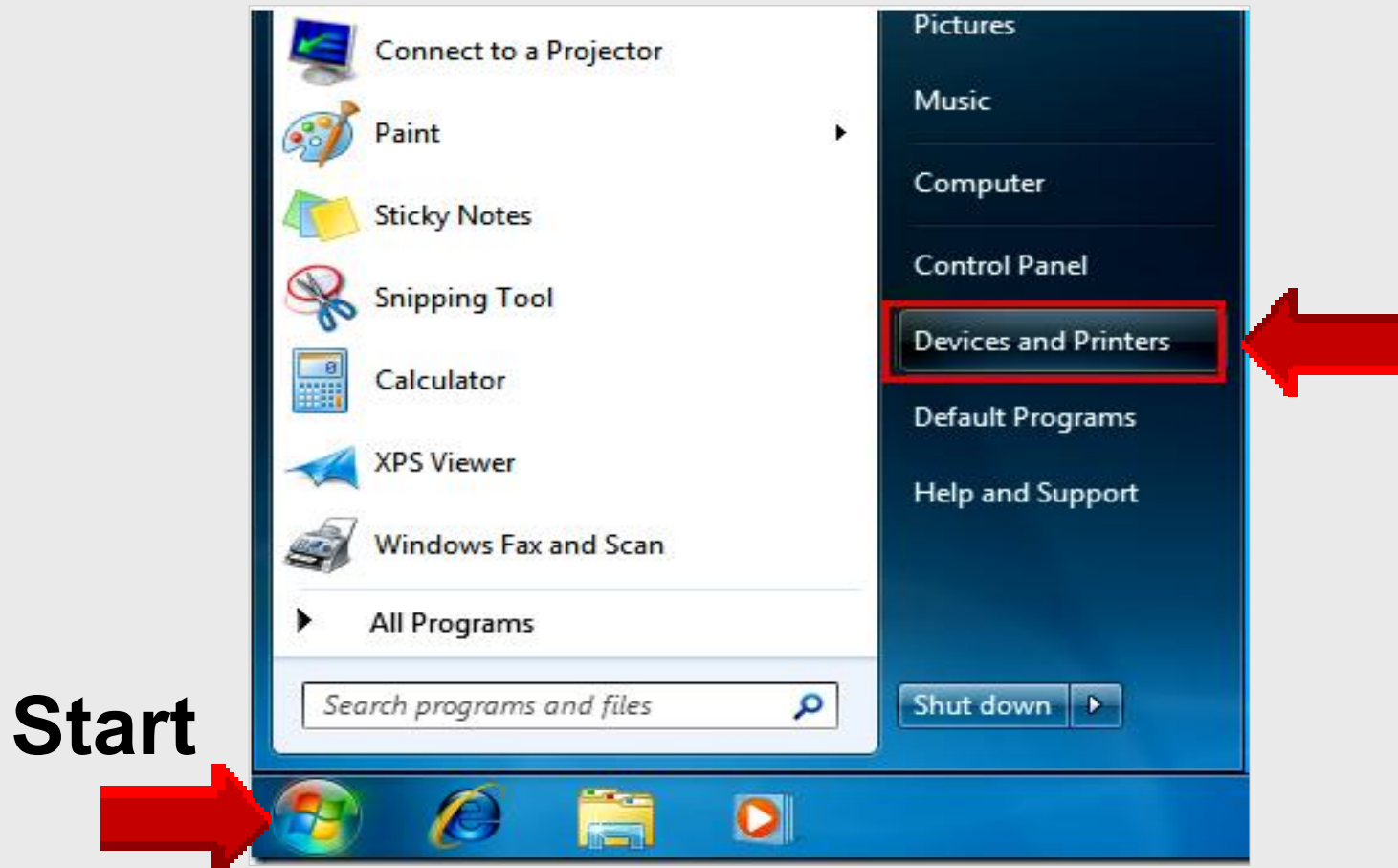
“ **Obtain each printer model**

HP LaserJet 1320n

HP LaserJet 2430n

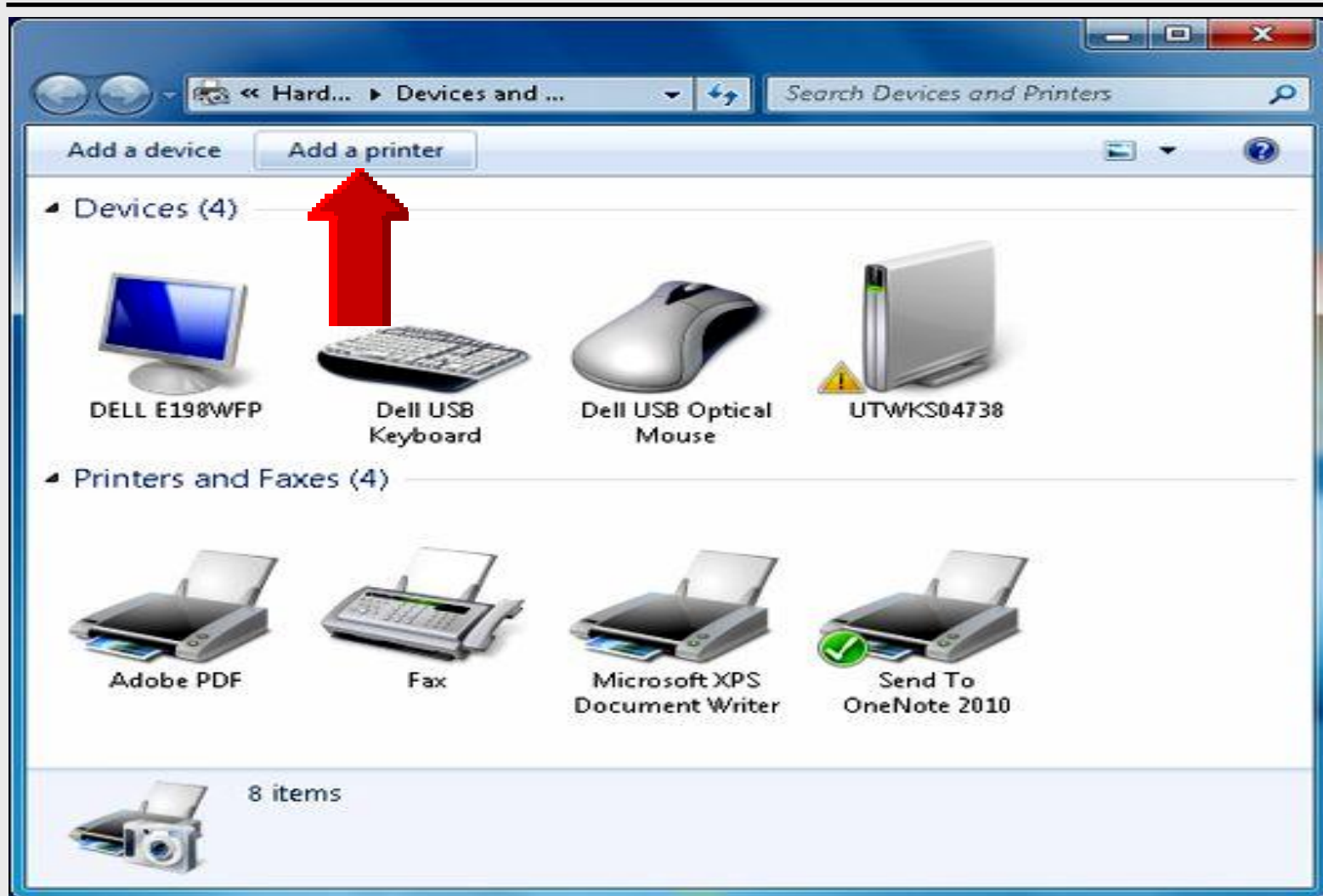
2 . Add Printer

Click **Start . Devices and Printers**

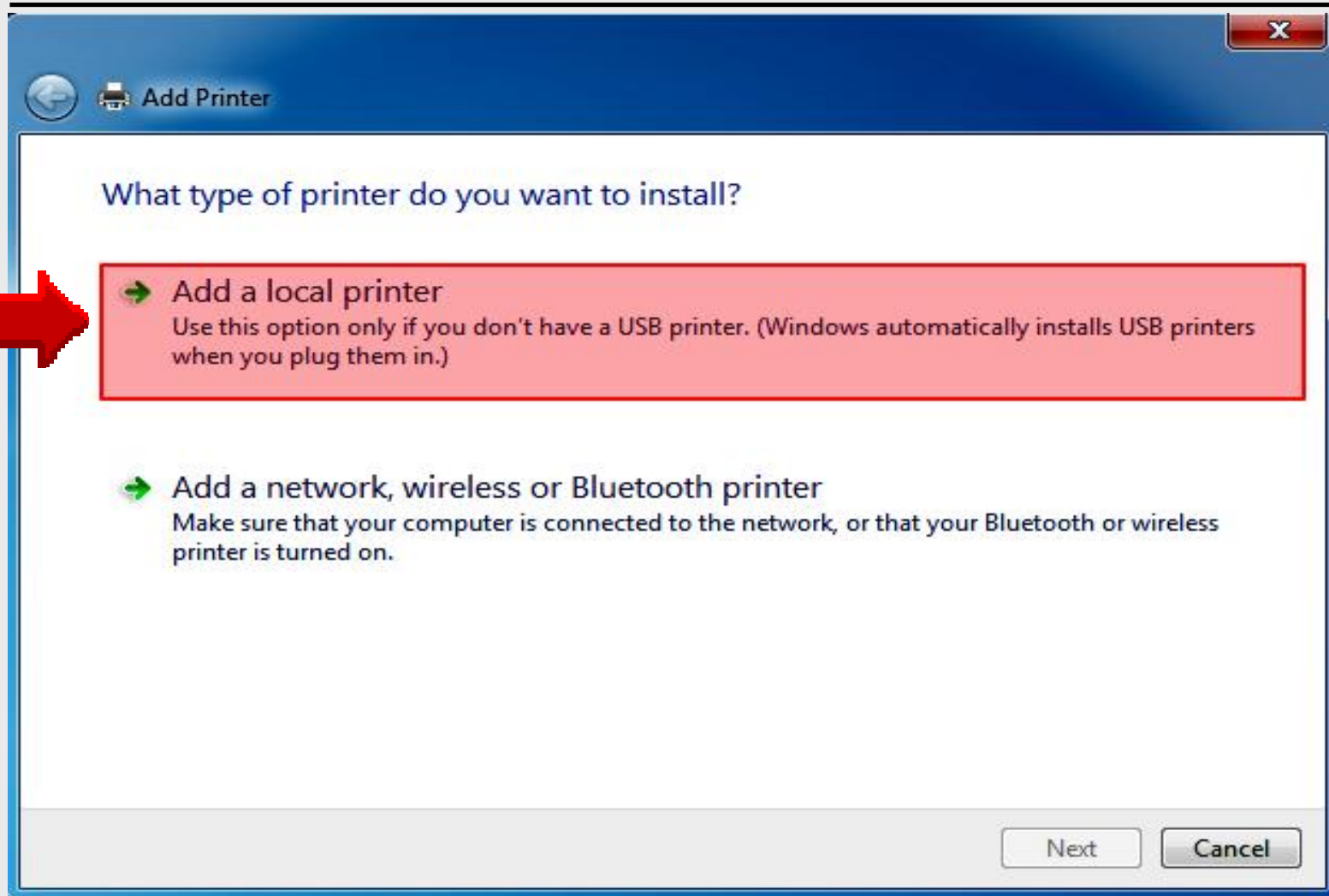


Start

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

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

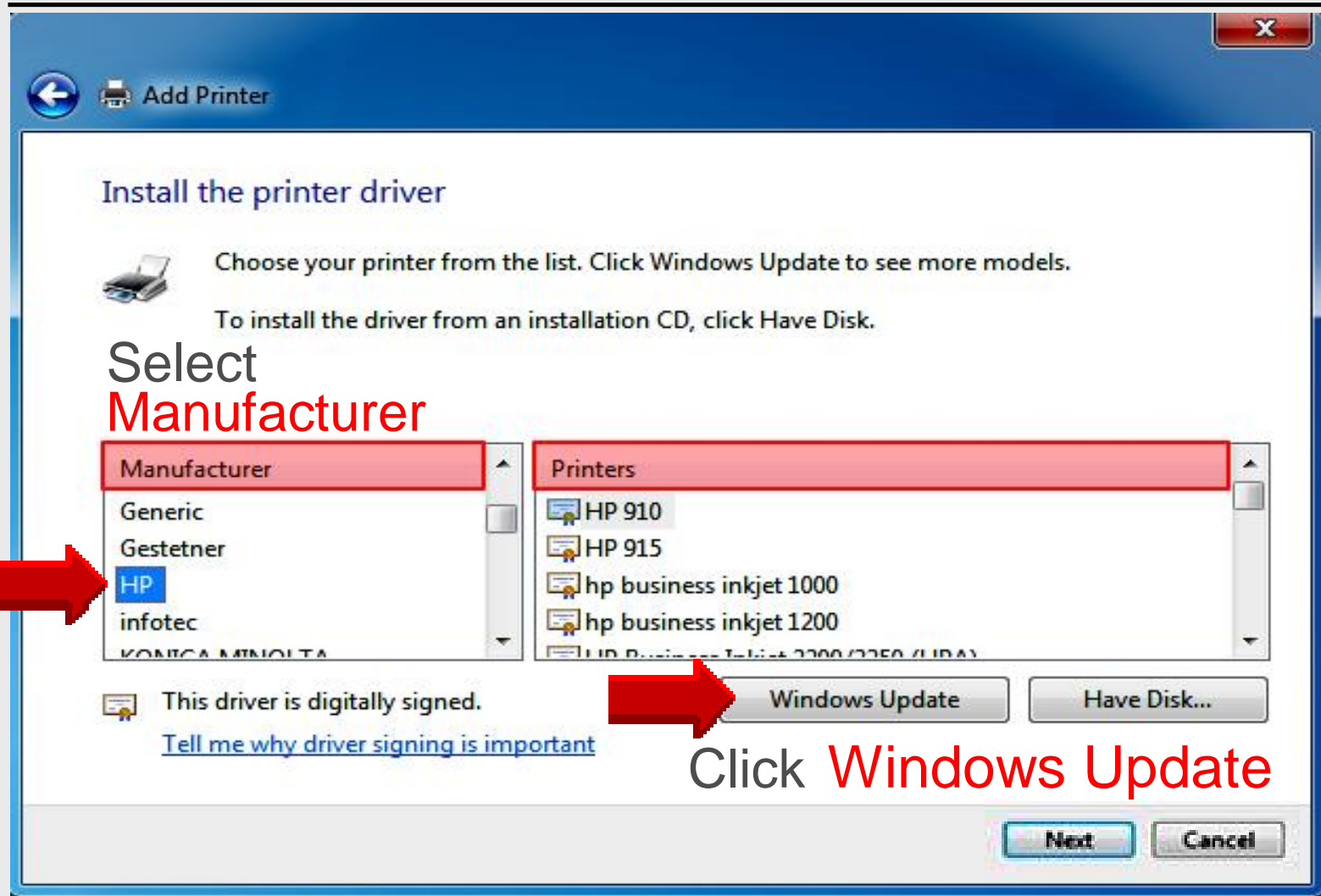
IP address format 10.168.xx.xx

School #

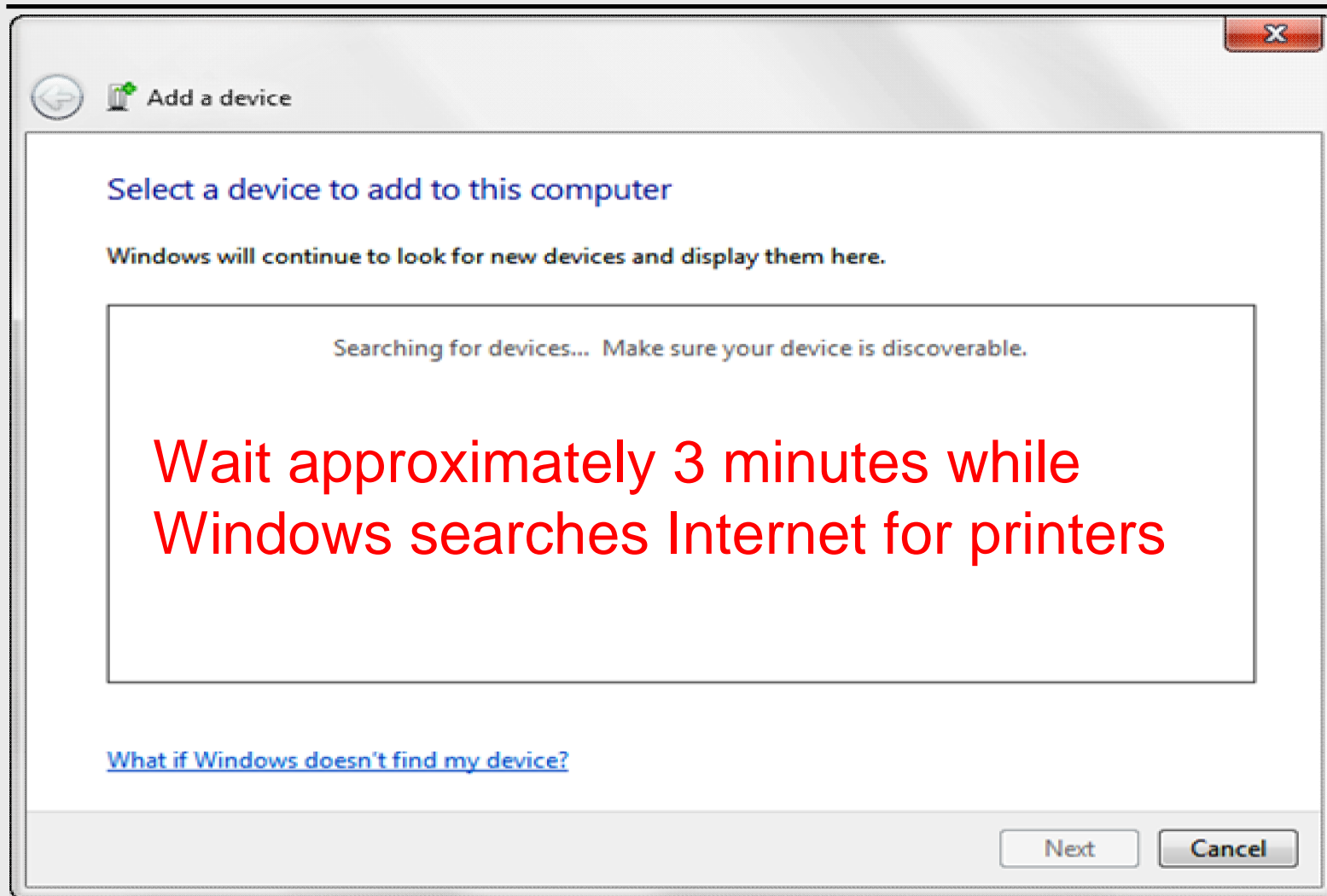
Click Query the printer

Next Cancel

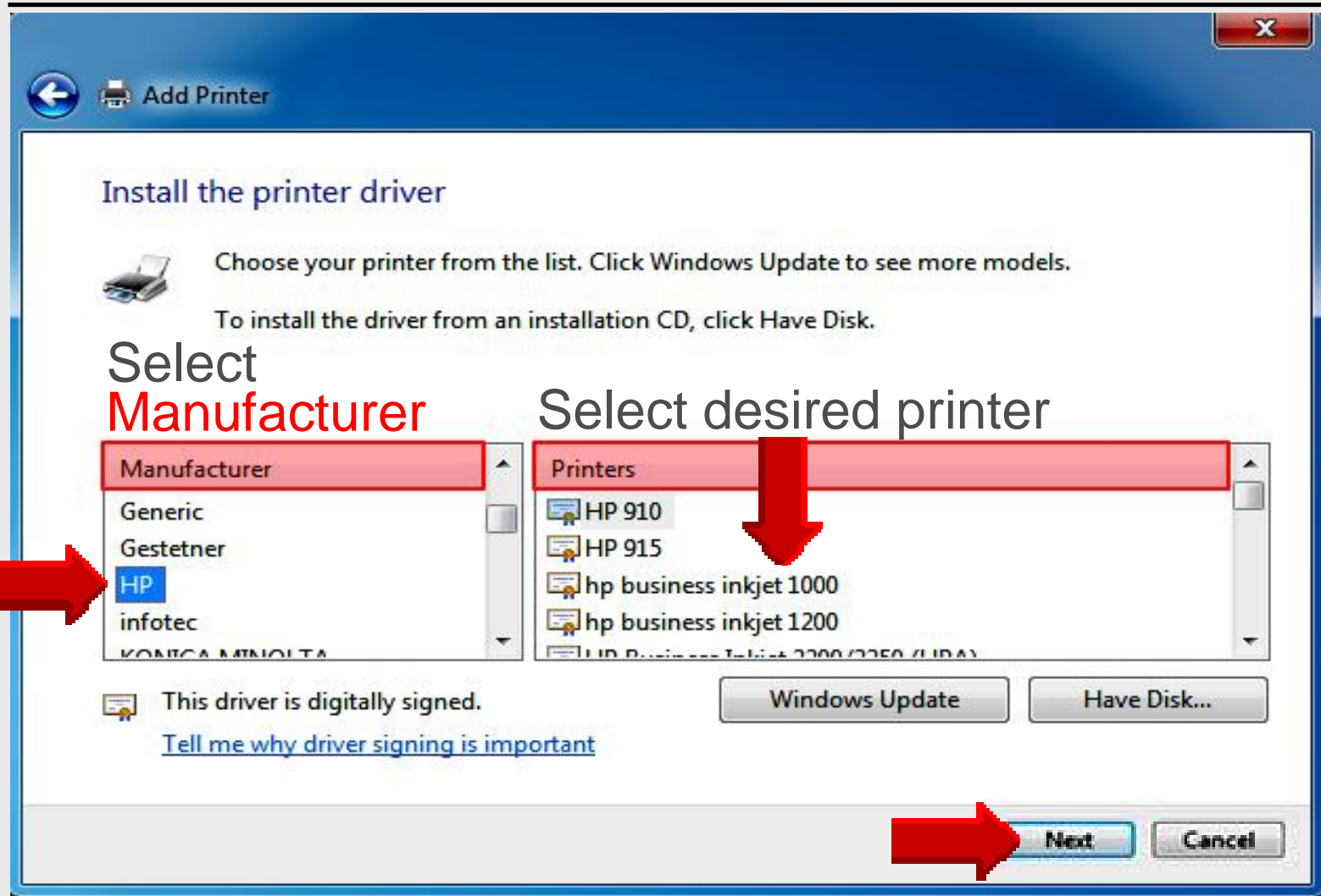
7 . Install Printer Driver



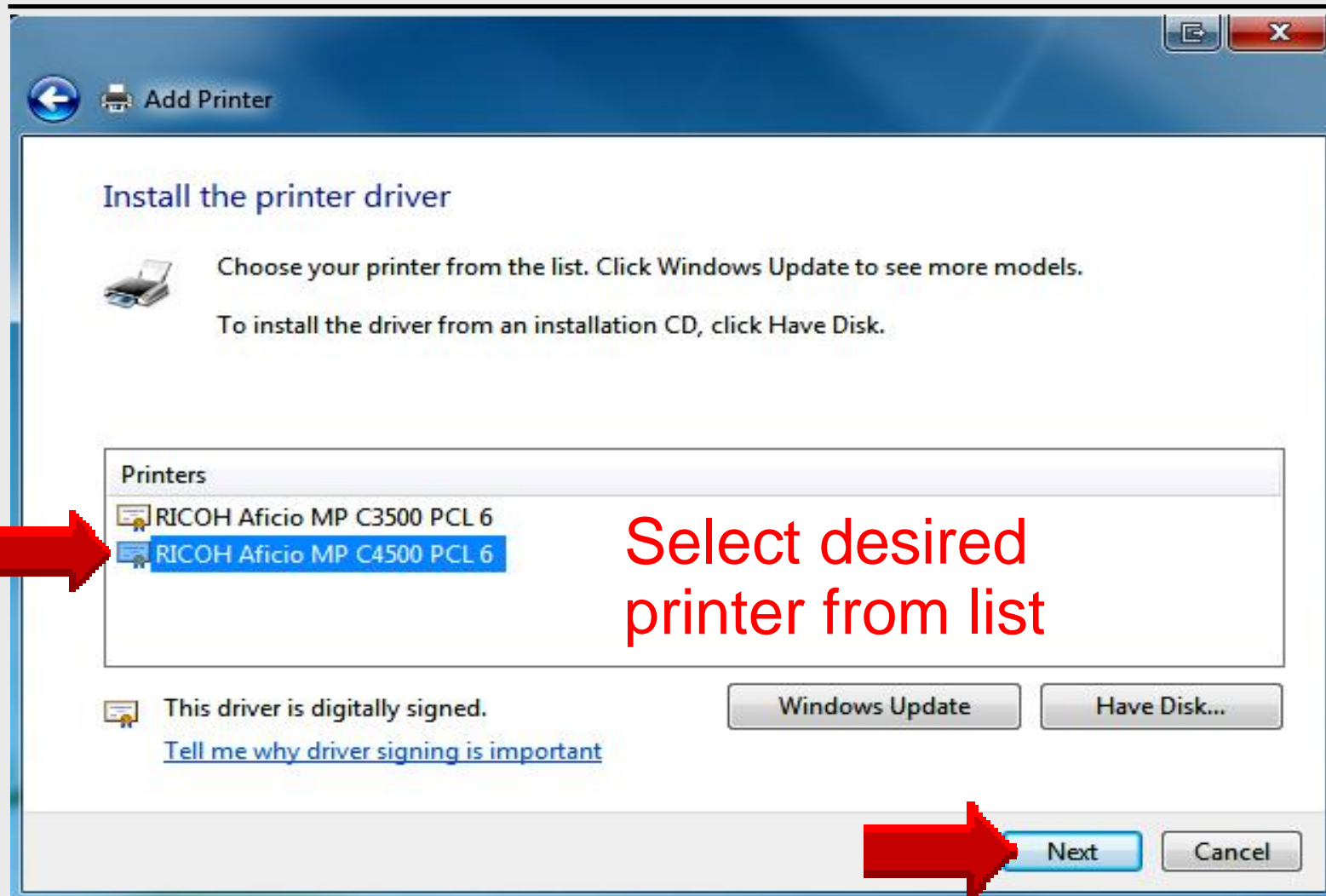
8 . Install Printer Driver



9 . Install Printer Driver



10 . Install Printer Driver



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

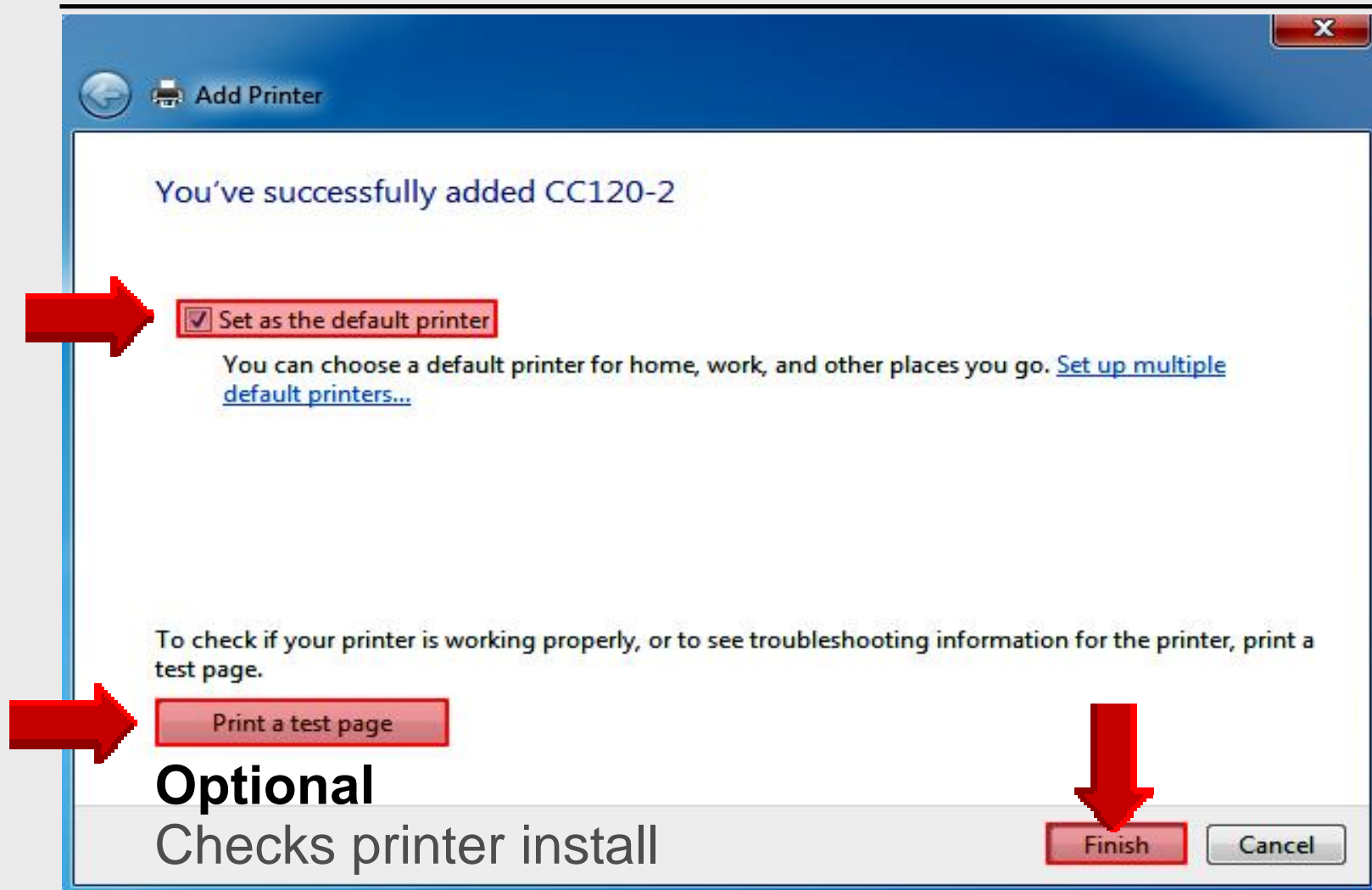
Share name:

Location:

Comment:

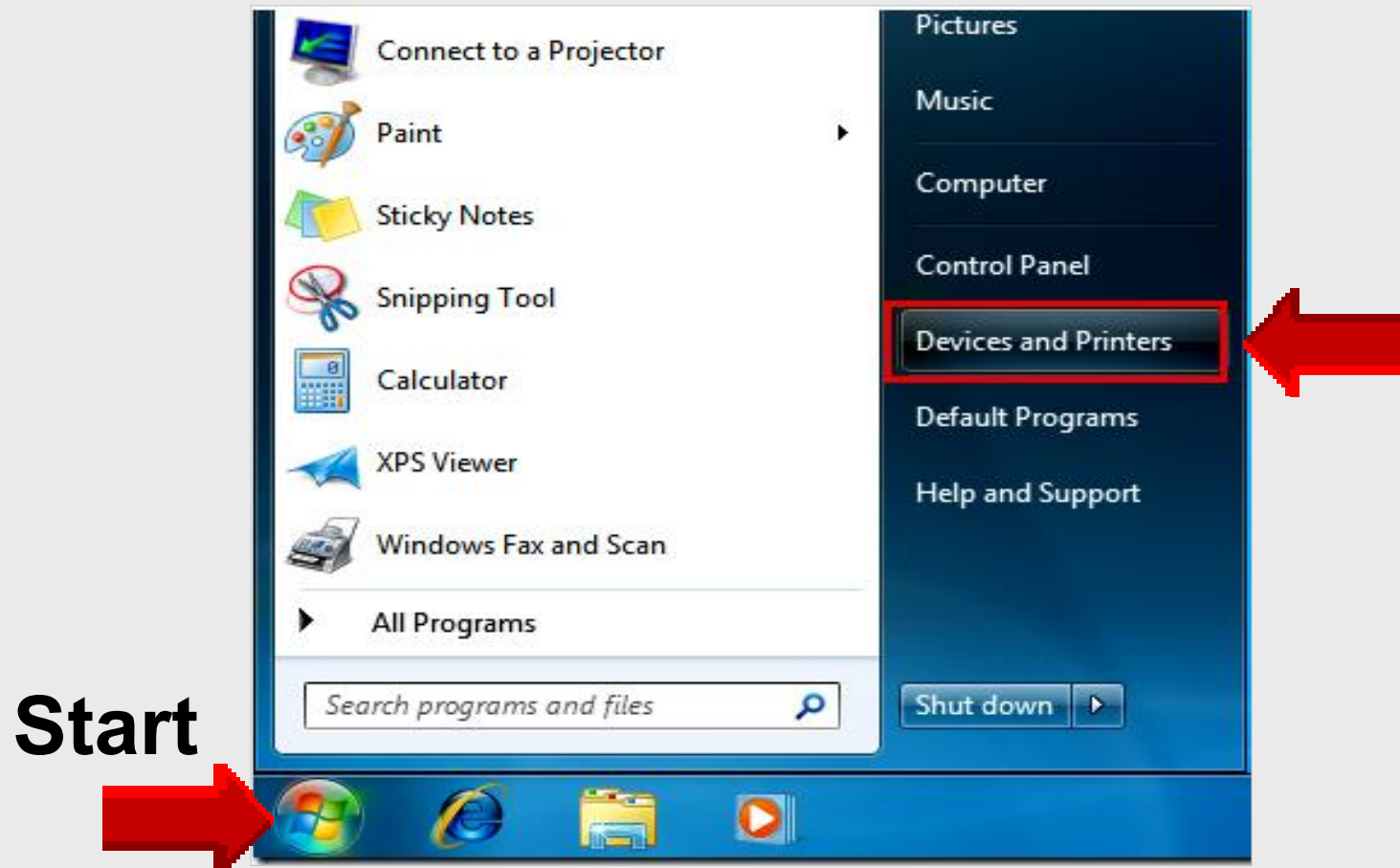
Next **Cancel**

12 . Successfully Added



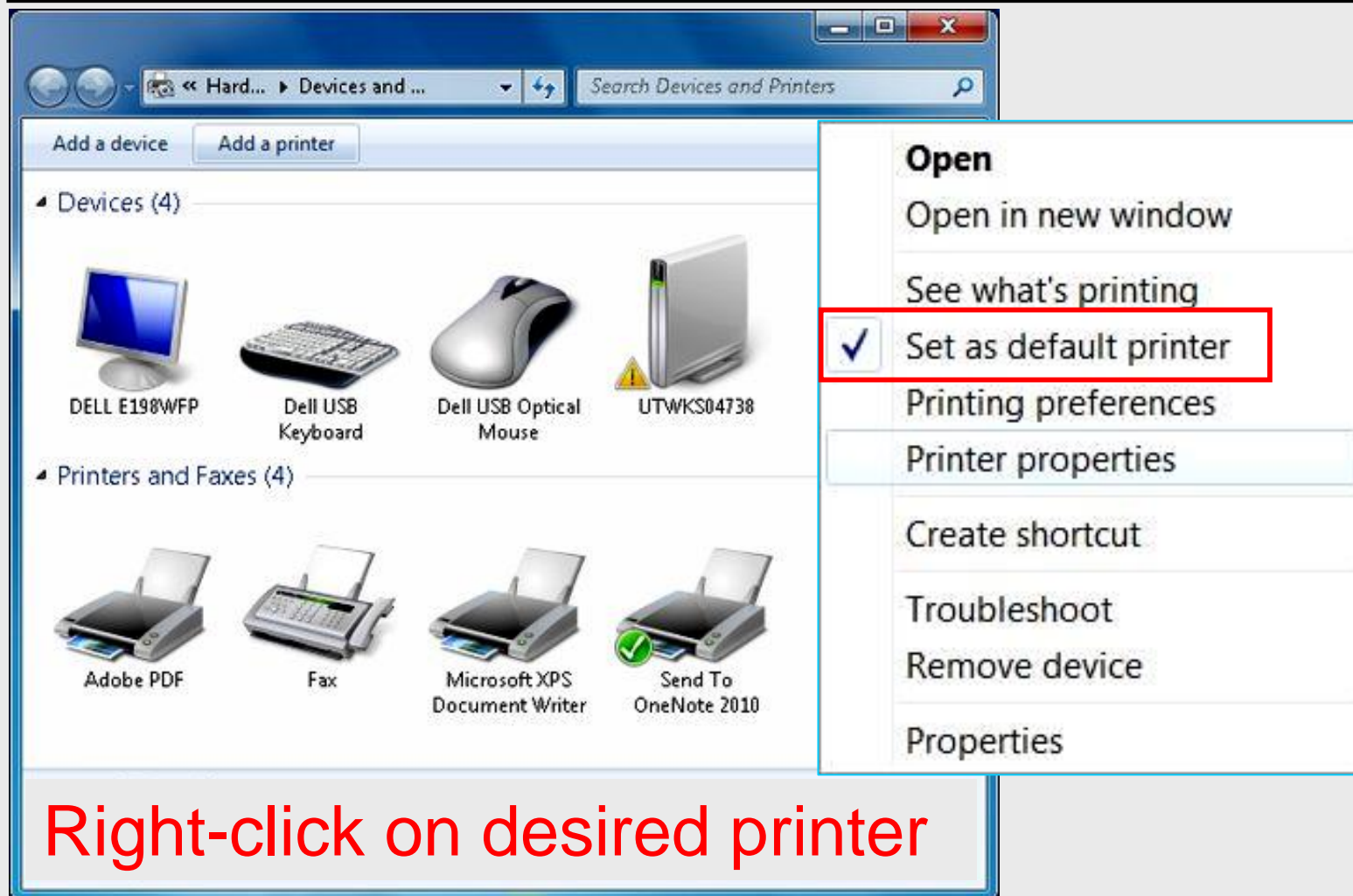
Set Default Printer

Click **Start . Devices and Printers**



Start

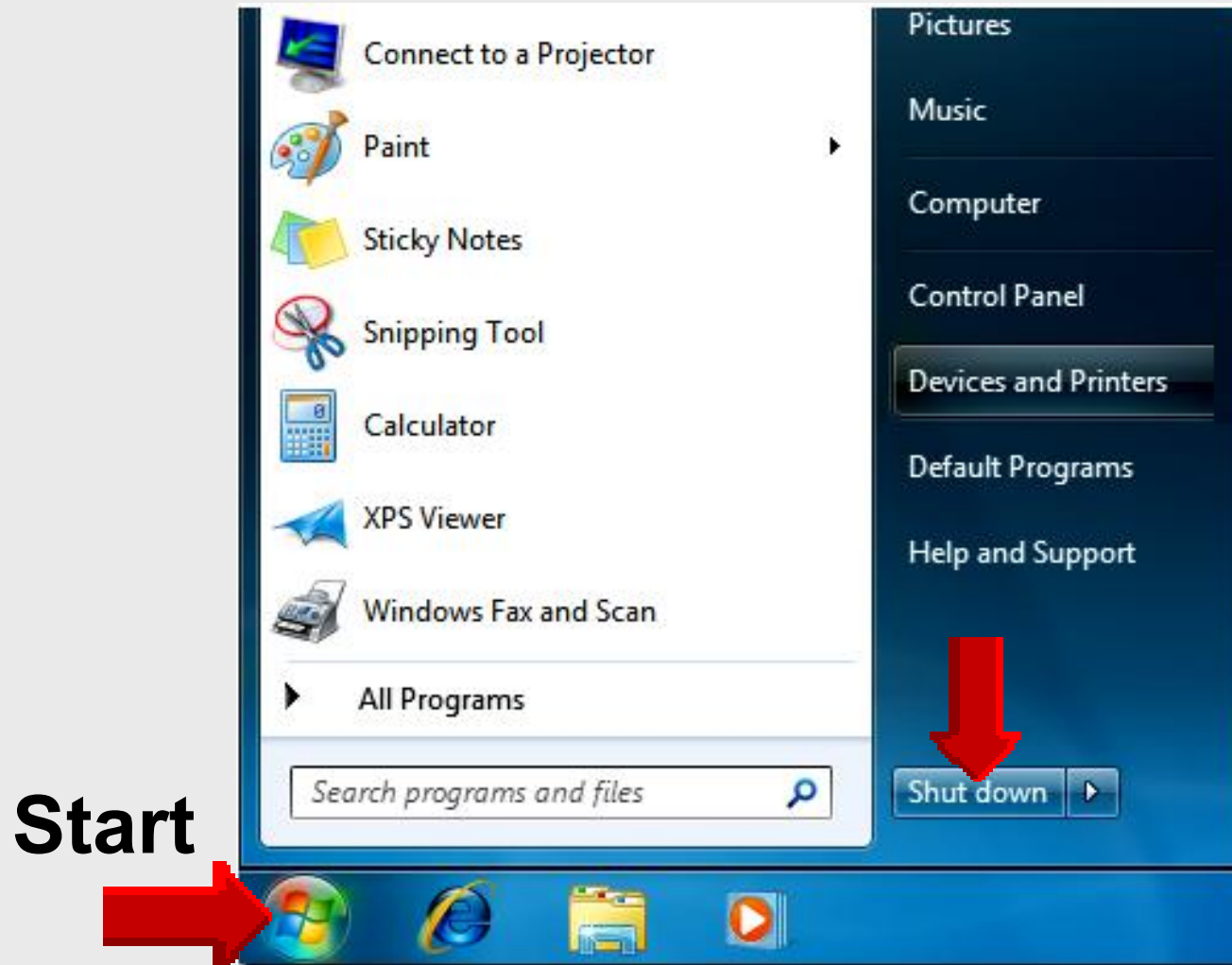
Set Default Printer



The screenshot shows the Windows 'Devices and Printers' control panel window. The window title is 'Devices and Printers' and the address bar shows 'Hard... > Devices and ...'. The window contains two sections: 'Devices (4)' and 'Printers and Faxes (4)'. The 'Devices' section includes a monitor (DELL E198WFP), a keyboard (Dell USB Keyboard), a mouse (Dell USB Optical Mouse), and a tower PC (UTWKS04738). The 'Printers and Faxes' section includes 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 box. The menu items are: Open, Open in new window, See what's printing, Set as default printer (checked), 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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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. Below the 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. The main content area features a 'Moving Education' section with a woman at a laptop, a 'News & Resources' section with three articles, and a left sidebar with 'Our Solutions' including K-12 Education, Higher Education, Assistive Technology, and Global Education.

Login



A screenshot of a login form titled "Log in to your account". The form has a close button (X) in the top right corner. It 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



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| - Windows 7 (PC) (1 Item) | | | | |
| <u>Windows 7</u> | | 42 | 01:20:55 |  |
| + 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) | | | | |

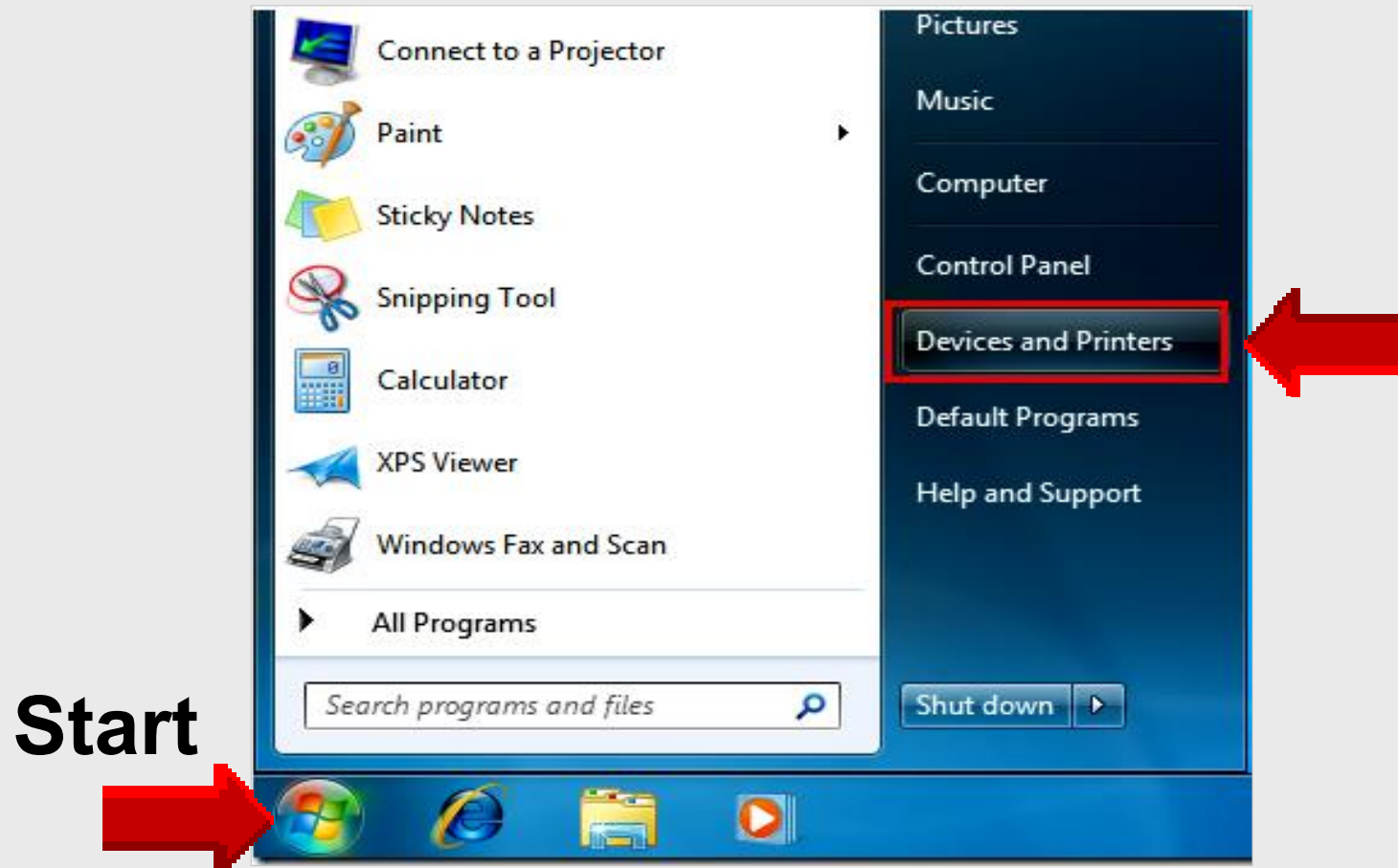


Installing USB Printers

Windows 7

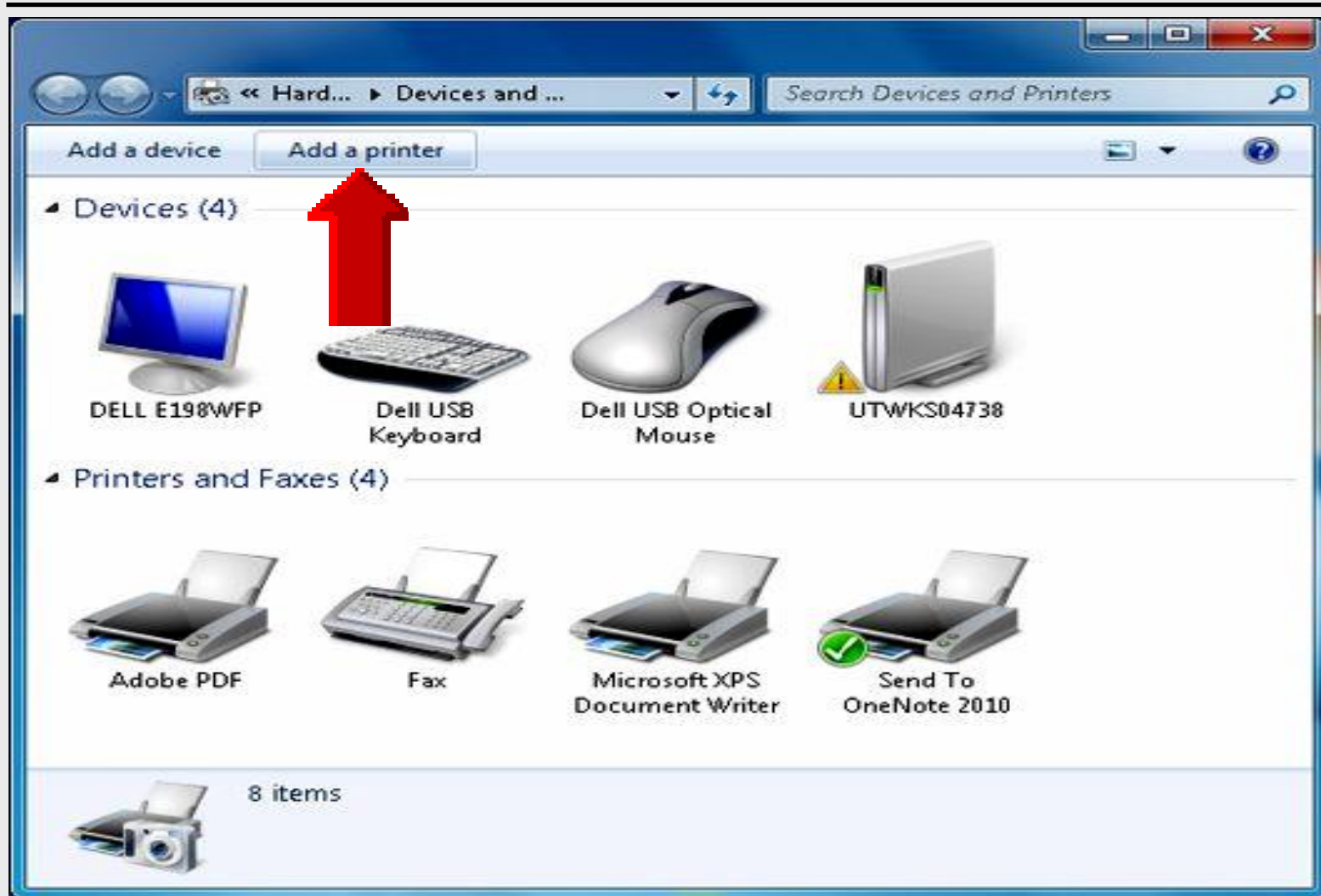
Add USB Printer

Click **Start . Devices and Printers**

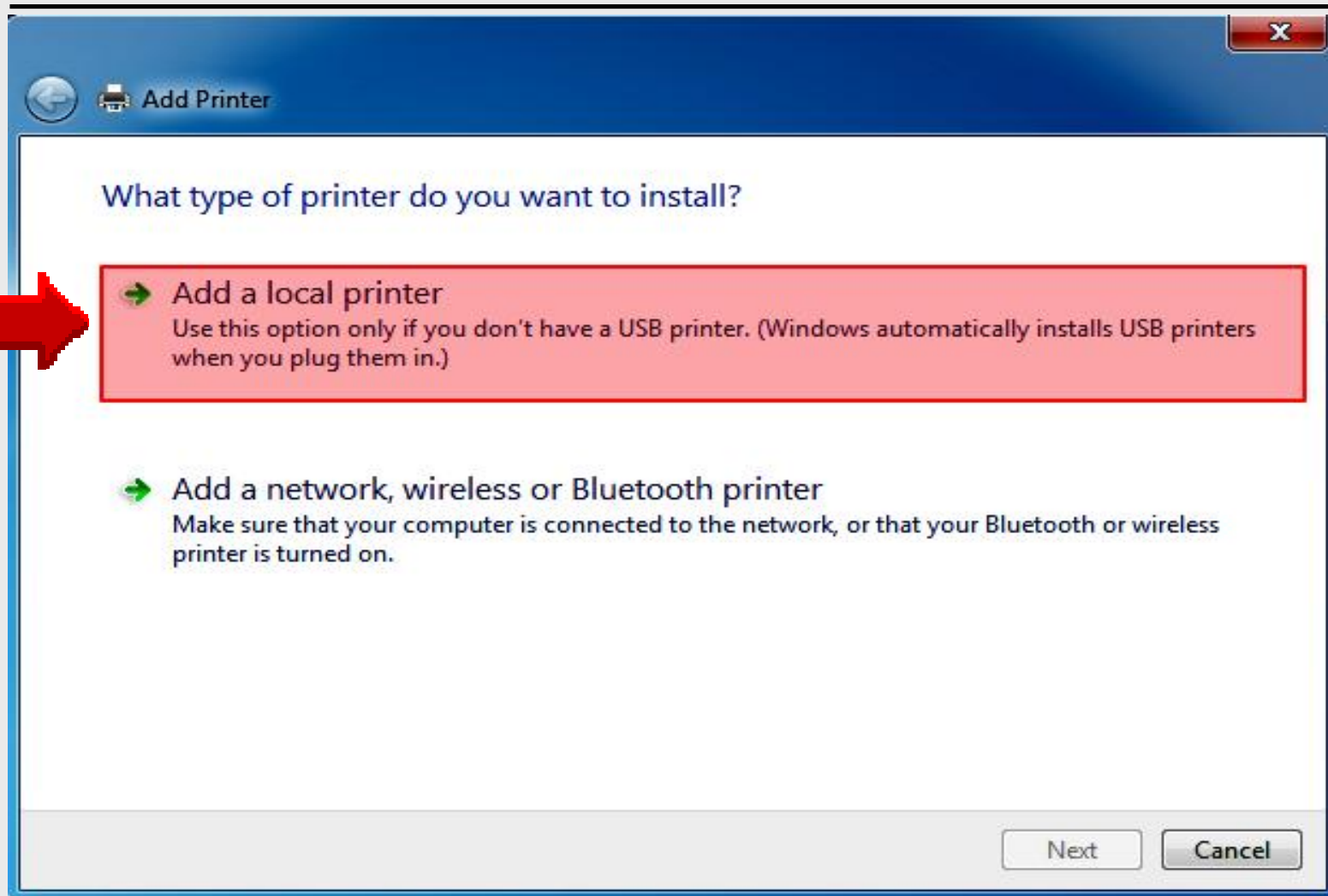


Start

Add Printer



Add Local Printer



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:

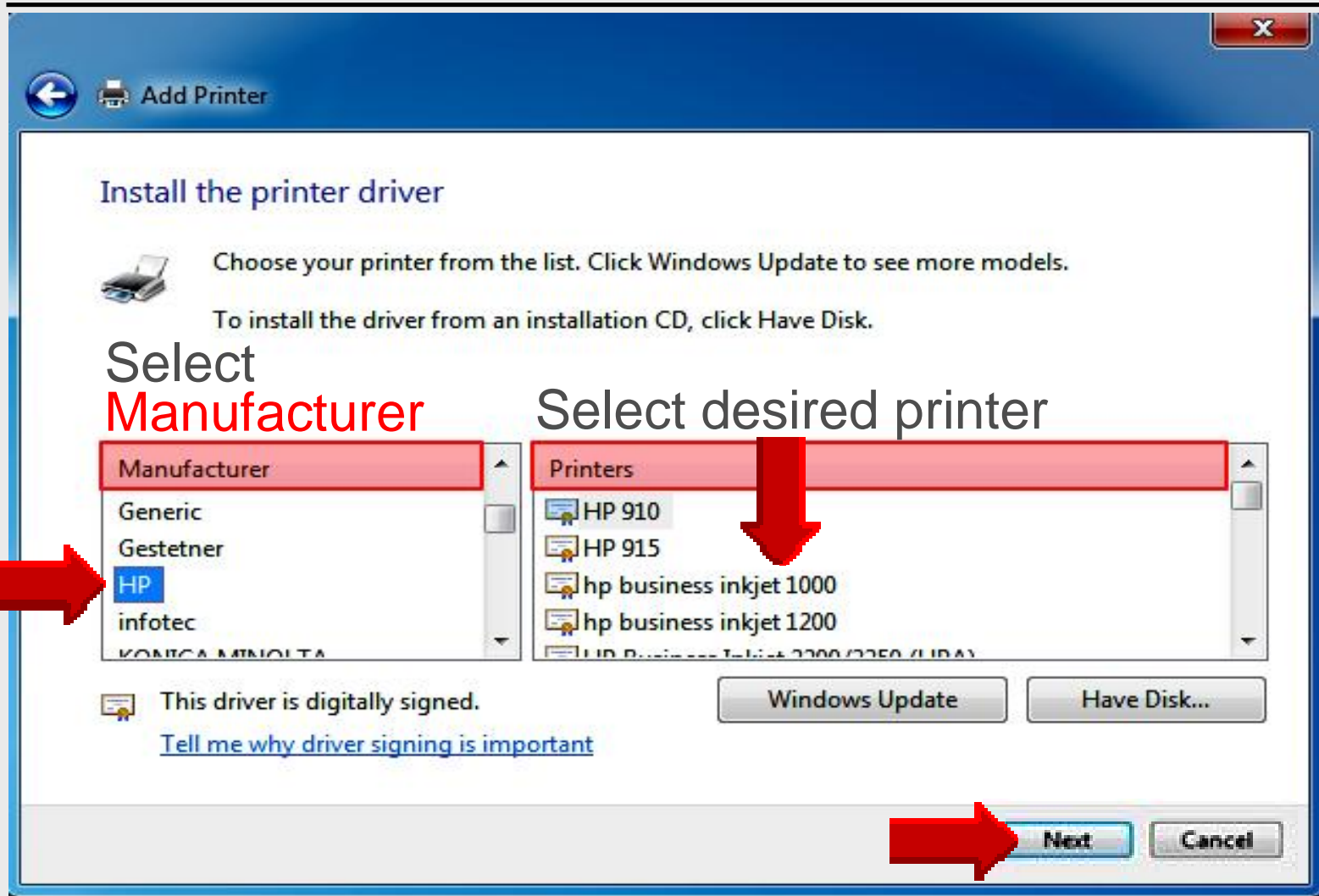
Type of port: Local Port

Click **Create a new port**

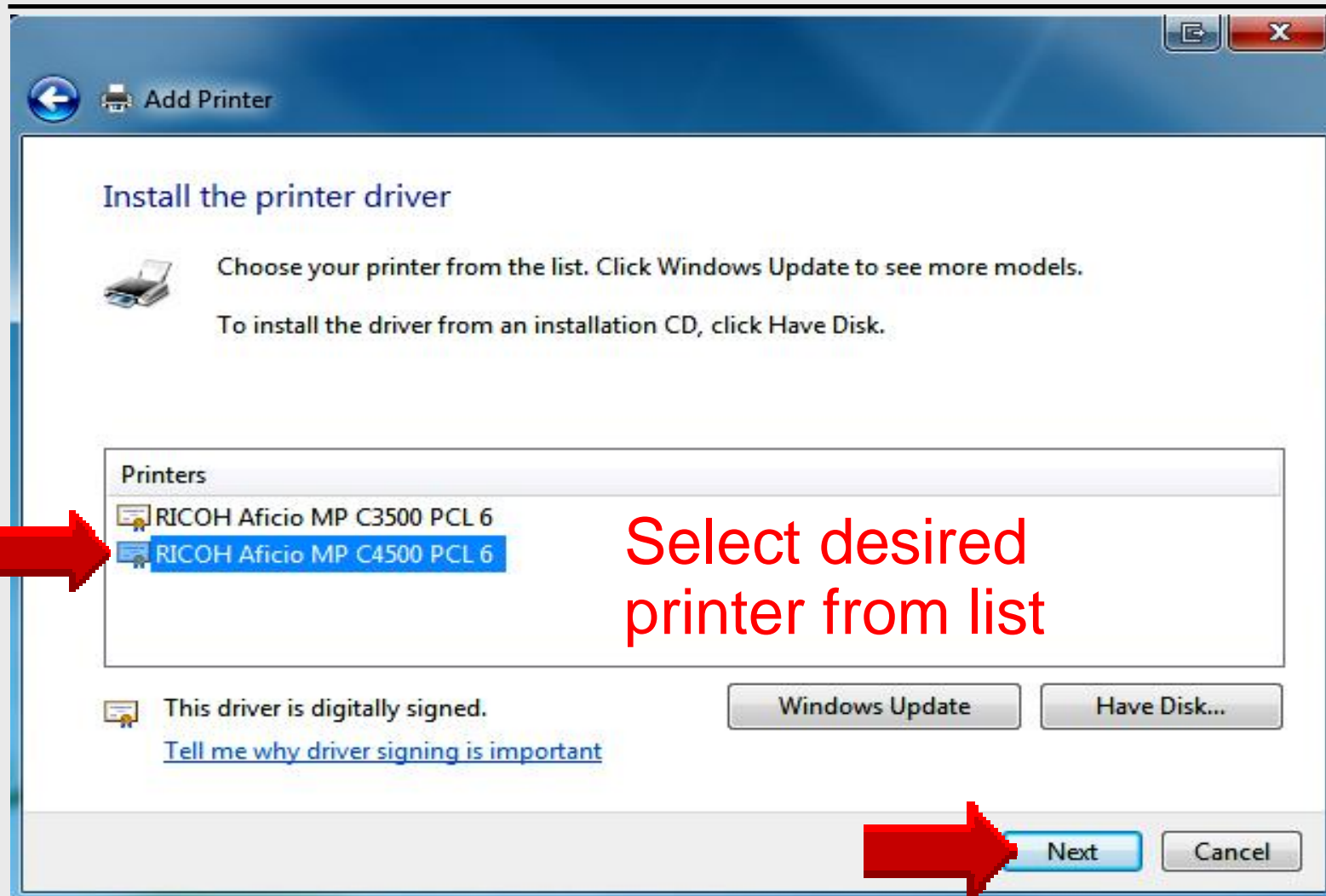
Select **Local Port**

Next Cancel

Select Printer Driver



Install Printer Driver



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

Type a printer name

Printer name:

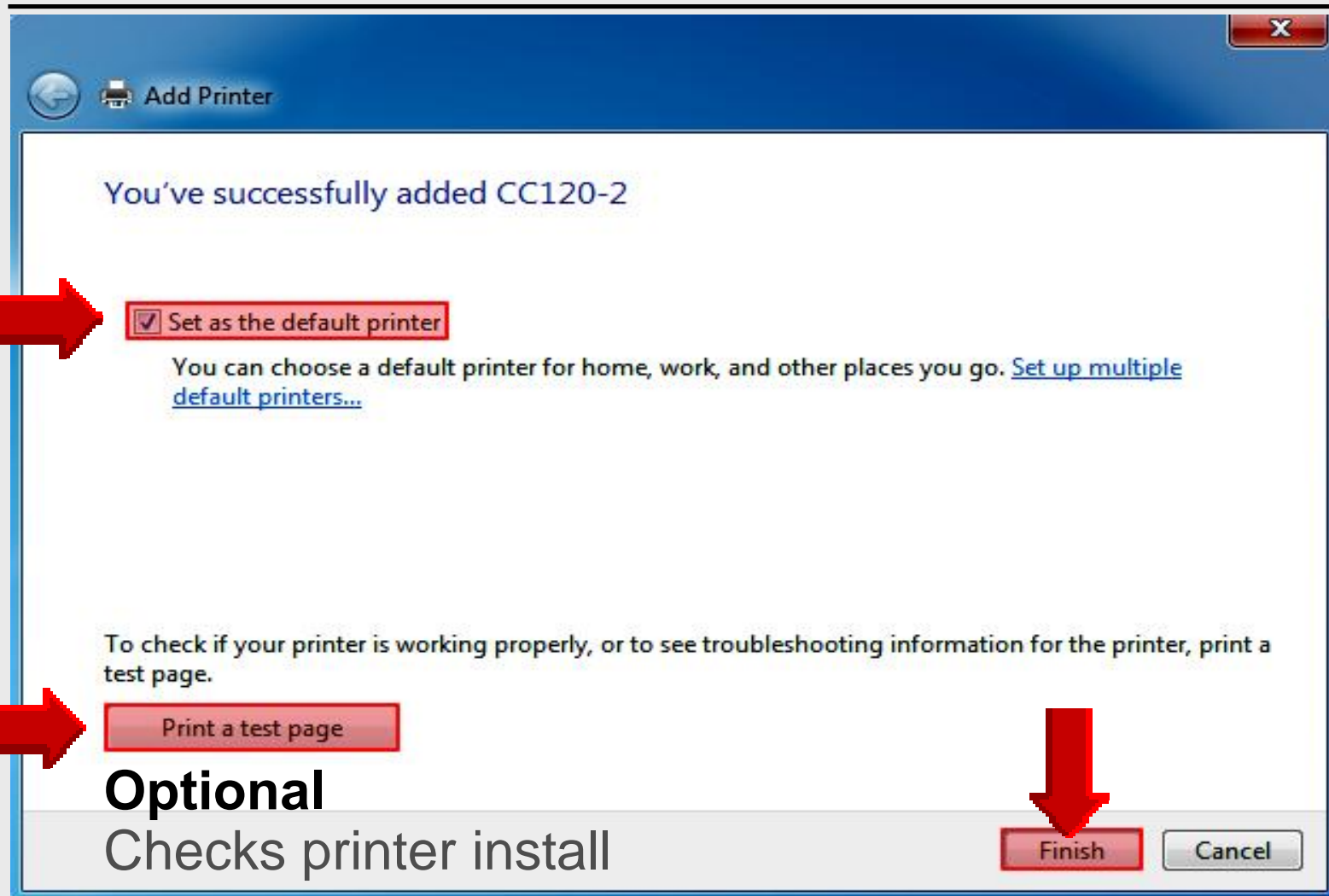
Set as the default printer

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

Optional: Set as the default printer

Next Cancel

Successfully Added



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