

Using a Network Printer on a Personal Computer Windows

10/19/2009

To add and use a lab networked printer on a personal Windows computer, please take the following steps:

Note: To set up and use this service, you must be connected to the authenticated HWS network (wired or wireless, but not guest). There are setup instructions for both available at <http://www.hws.edu/netreg>.

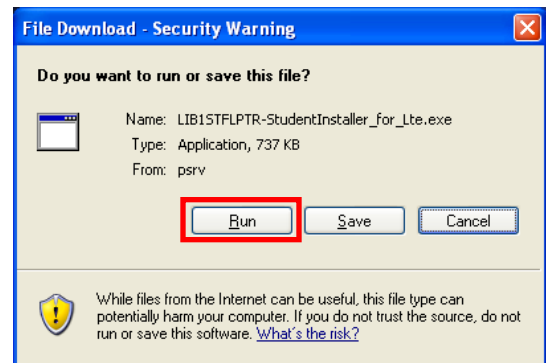
1. Open a Web browser, go to http://www.hws.edu/itservices/do_something.aspx, and click on the **Print from a personal computer** service

2. Click on the printer you would like to add

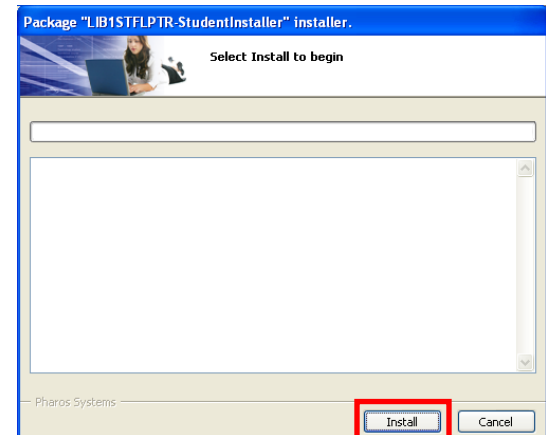
The printers that are currently available are:

- Learning Commons color and black and white Xerox MFDs ([LIB1STMFD-COLOR](#) and [LIB1STMFD-BW](#))
- Learning Commons black and white Xerox printer ([LIB1STPTR-BW](#))
- Multimedia/24-hour lab color and black and white Xerox printers ([LIBMMLABPHASER8860](#) and [LIBMMLABPHASER4510](#))

3. When prompted, choose to **run** the installation file (perhaps more than once)



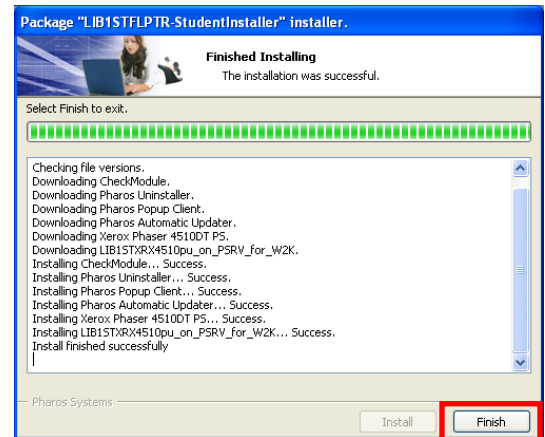
4. The printer installation window will appear, click **Install** to start the installation



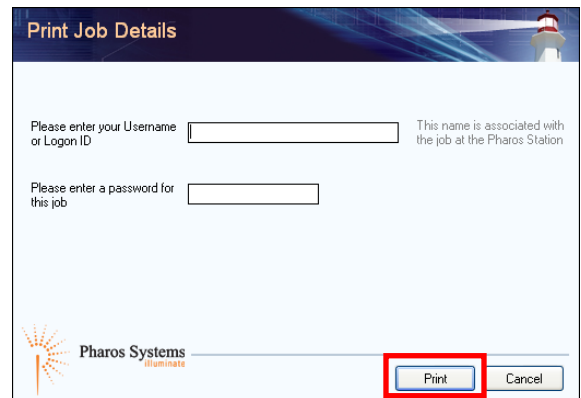
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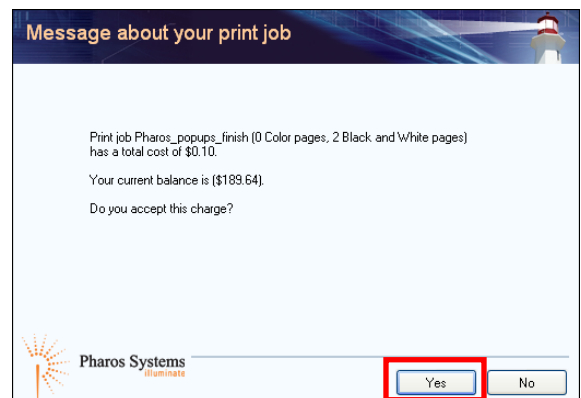
5. Once the installation completes, click **Finish** to close the installer



6. Open a document to print and choose the printer you just added
7. Enter your HWS network **username** and **password** when prompted and click **OK**



8. Review the charges and your balance and click **Yes** to send the print job



To add other printers, repeat all steps.

For future printing, you will only need to repeat the last three steps.

Please e-mail helpdesk@hws.edu or call ext. 4357 if you have any questions.