

Marjon Laptop Support

Connecting to a Network Printer

This guide shows you how to search for and connect to a shared campus printer, such as those found in the iVillage open access area. You must be connected (and registered) on the wireless network and have print credits in order to send files to be printed.

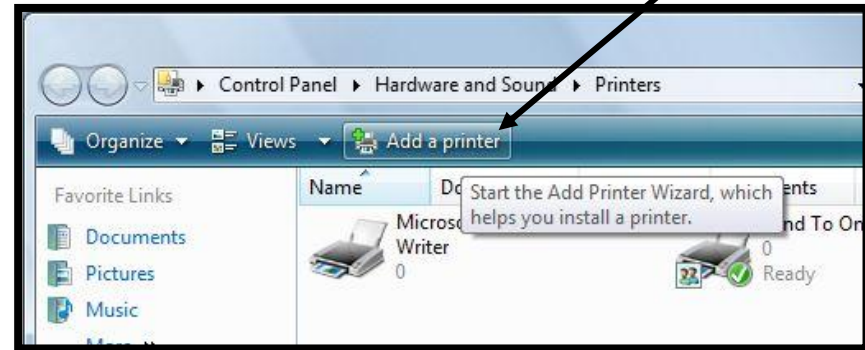
Step 1) Open the 'Control Panel' by clicking the link from the start menu.



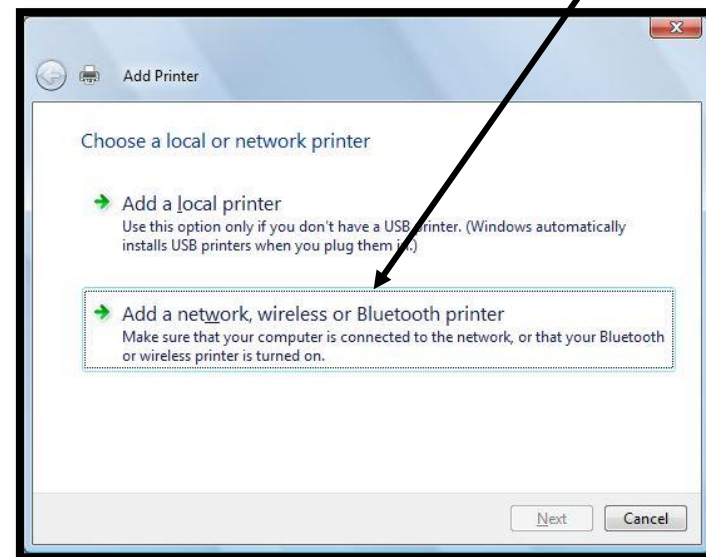
In the Control Panel, click the 'Printer' link under the **Hardware and Sound** section.



Step 2) When the printer window appears, click the 'Add a Printer' button to start the wizard.



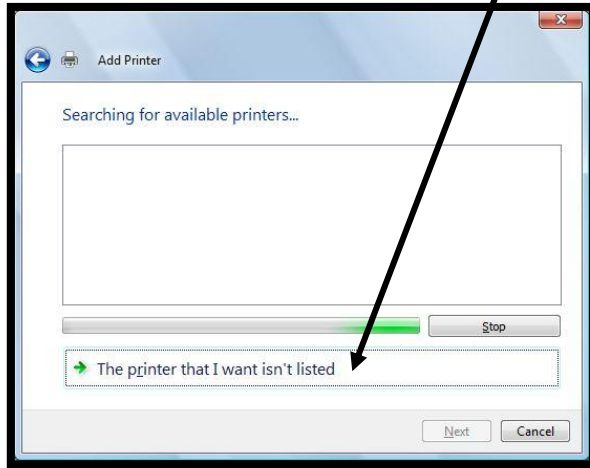
Step 3) Choose the second menu option to 'Add a Network printer' then click 'next'.



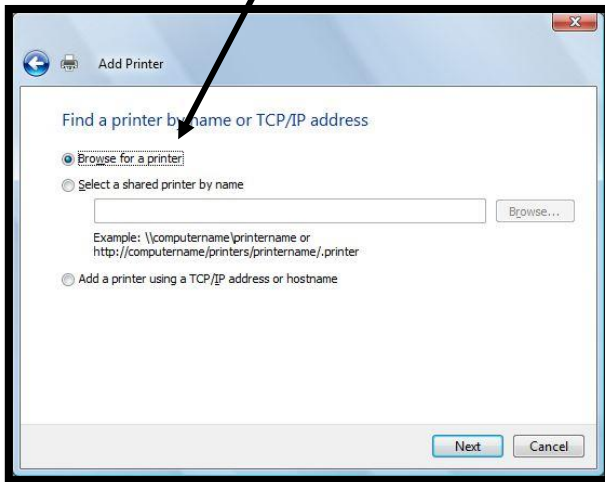
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Step 4) Ignore the automatic search, just click 'The printer that I want isn't listed'.



Step 5) Select 'Browse for a Printer' then click next.



Step 6) In the text field at the bottom of the window type (no spaces):



Step 7) You'll be prompted for user details, use your network username and password but start your username with: **mjnet**

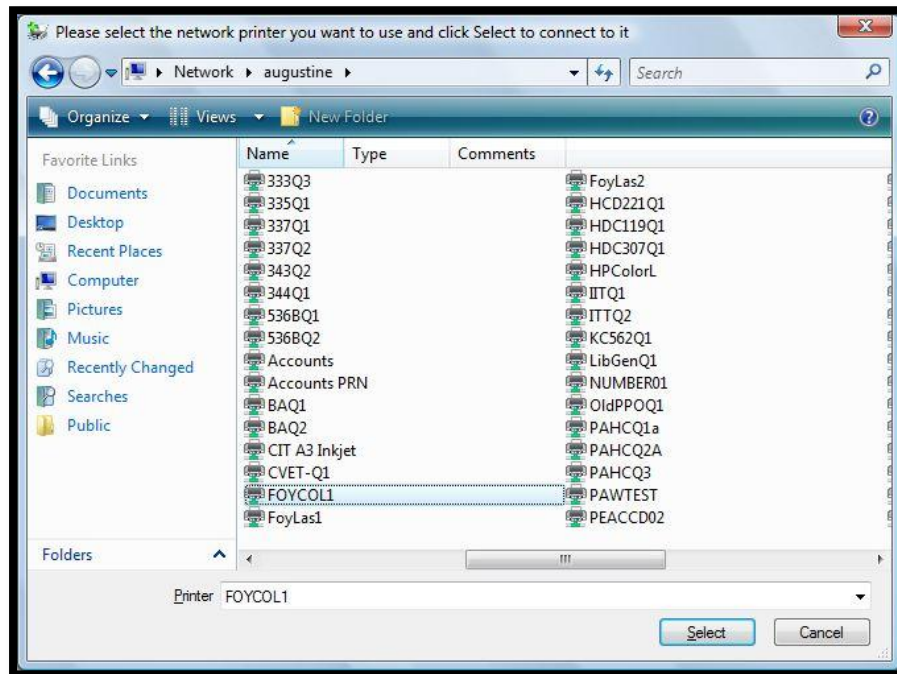


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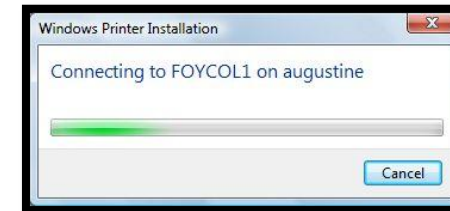
Step 8) You should now get a list of all of Marjon's networked printers. Now you need to select the printer you want to send your work to. Each printer should have a label with its name/number attached to it so physically check the printer first! Some useful printers are:

- FoyLas1 – iVillage black laser
- FoyLas2 – iVillage black laser
- FOYCOL1 – iVillage colour laser

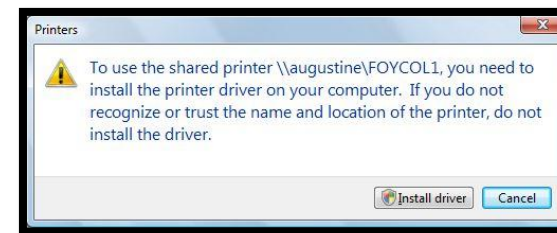


Click on the printer you require so that it's highlighted then click 'select'.

Step 9) Your laptop will then connect to your printer.



You may be prompted to install a printer drive, just click 'Install Driver' and ok/confirm/allow to any security messages.



You should have now successfully installed a network printer!

