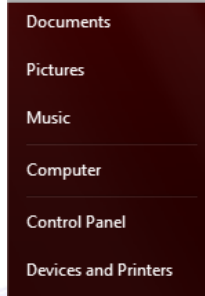


## Mapping Printers

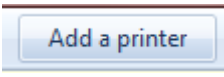
1. Click > Windows 7 Start button



2. Click > Devices and Printers



3. Click > **Add a printer** button



4. Click > **Add a network, wireless or Bluetooth printer**  
 Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.

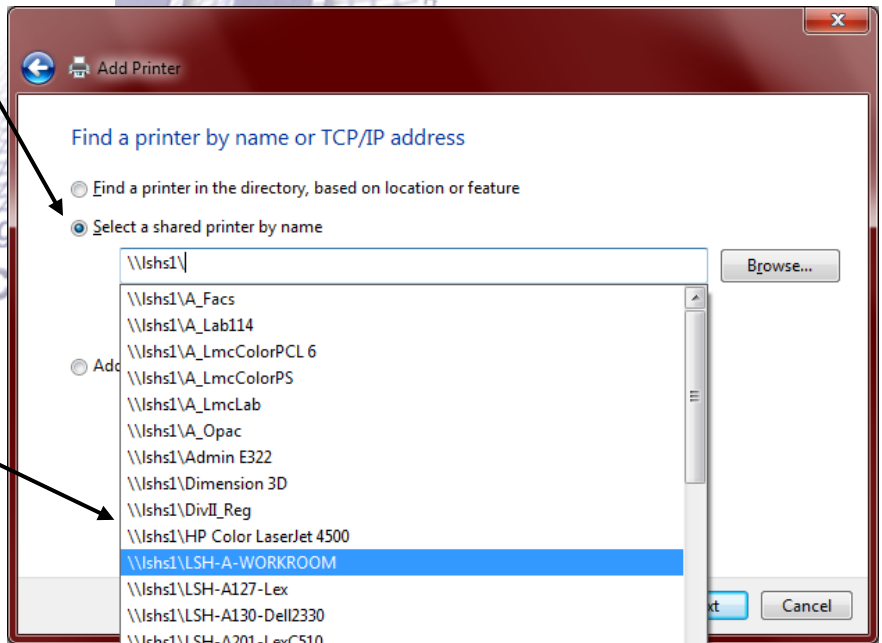
5. Click > **The printer that I want isn't listed**



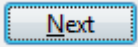
6. Choose > **a shared printer by name**

7. Type **\\buildinginitials1\** in the name box **(be sure your slashes are in the correct direction)**

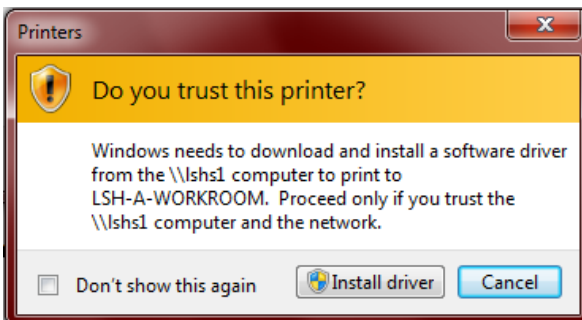
When you type the last slash, a list of printers for your building will appear.



8. Choose the printer you want and click **Next**



9. Click > **Install driver** if prompted.  
 (However will need to put in a TSR to have your laptop unfrozen so the the drivers will hold after you reboot)

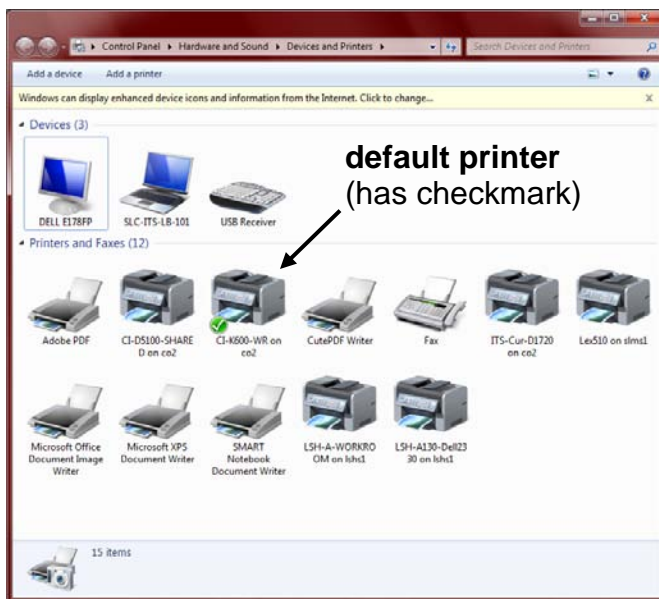
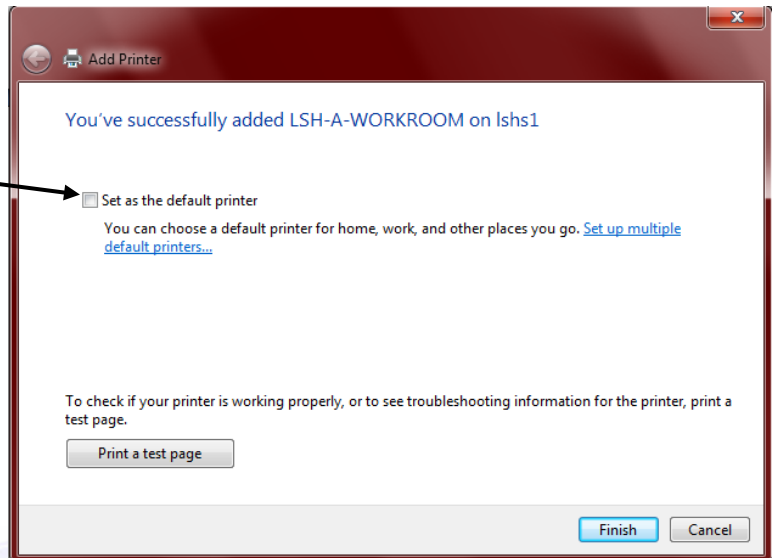


10. Click > 

11. Choose > **Set as the default printer** if you want this to be the printer your jobs automatically go to.

12. Click > 

13. Your printer will now show up in your list of devices and printers. The printer with the **checkmark** next to it is your **default** printer. It is the one your jobs are set to automatically go to if you don't choose a different printer.



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Instructional Technology Specialists

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