

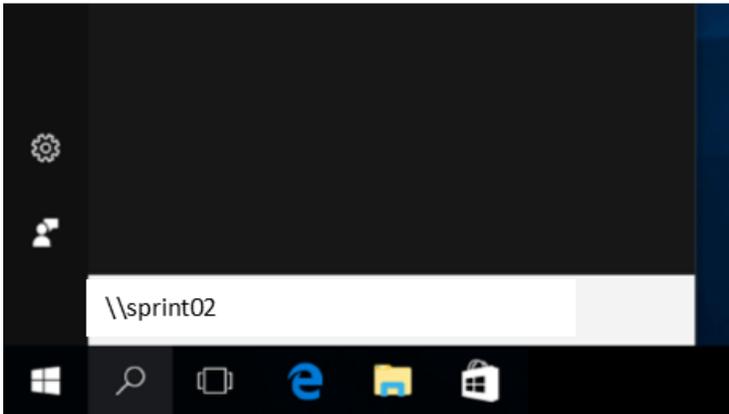
How to install a Network Printer on a Windows Computer

****Note:** examples show our old print server, Sprint02. The process is the same but the new print server is called Sprint03.**

1. Delete "Old" printers before you add new ones. Make note of the names of the printers so you can find them again.

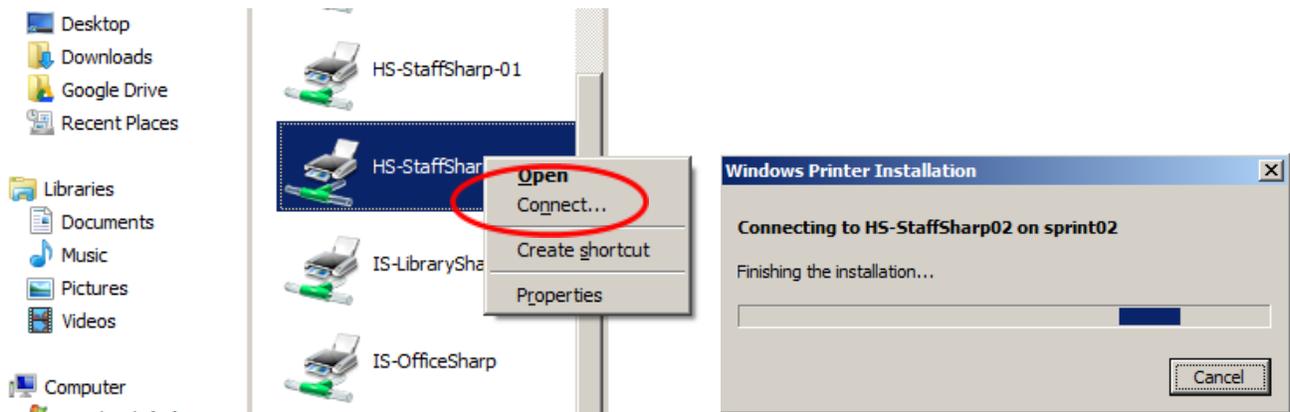


- a. Go to the Start button , in the Search Box, type Control Panel, Enter.
 - b. Double click on Devices and Printers
 - c. Select one printer at a time then select Remove Device from the top menu. Repeat until all Sprint02 printers are removed.
2. Go back to the Start button, Search Box, type **\\sprint03** and click Enter



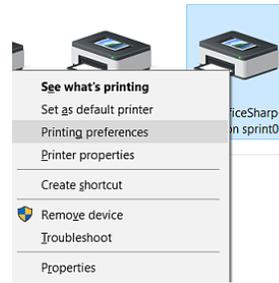
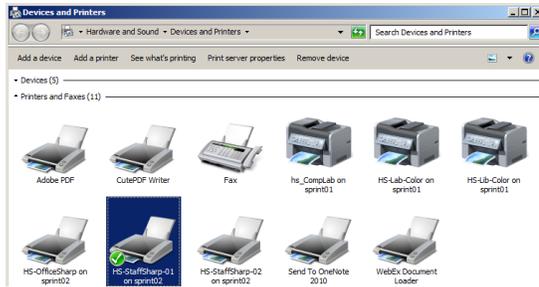
3. In the **Sprint03** window, locate the printer or copier that you want to install. **Right-Click** and choose **Connect**.

You will see something like this:

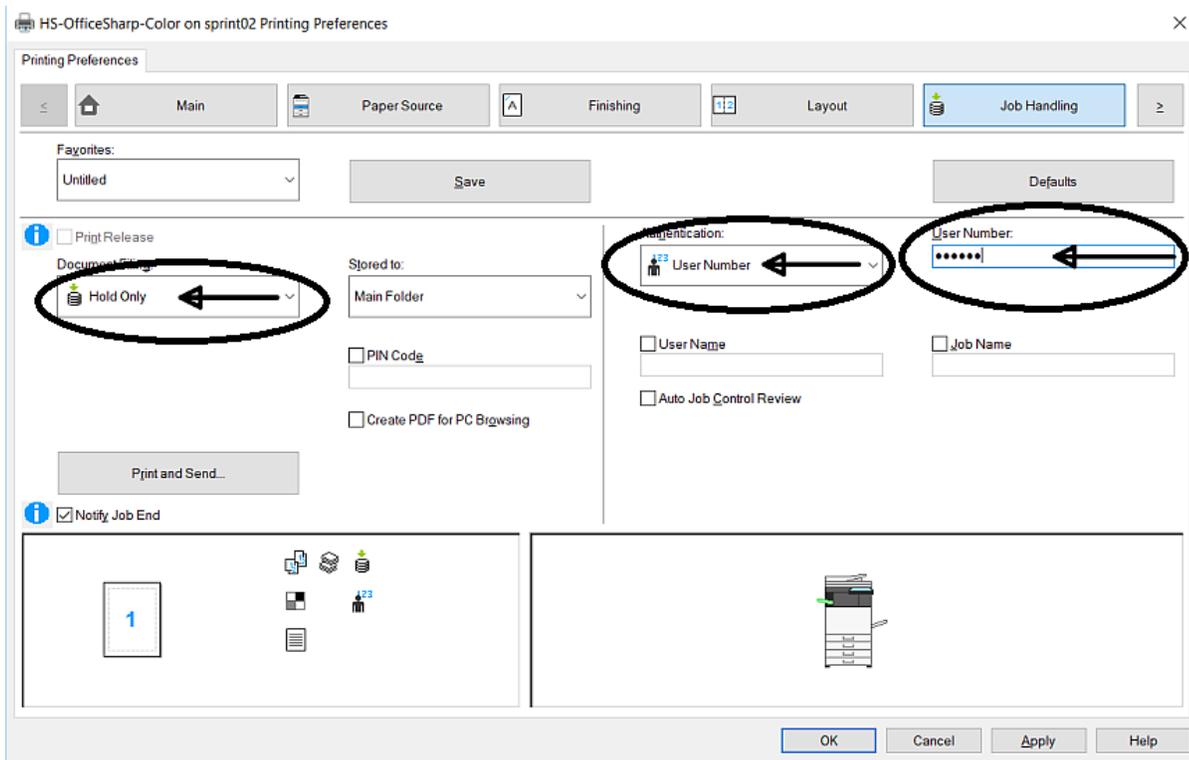


4. For classroom or office printers, you're done!
For Sharp Copy Machine printers, you need to customize the installation by going back to Control Panel. These steps are only necessary for the color printers and schools which provide a user number to track printing on the black and white printers.

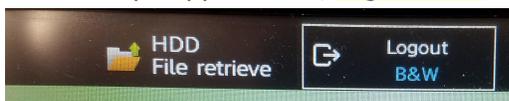
- a. Open **Devices and Printers**.
- b. Locate the Sharp printer that you just added. Right click on it and choose "Printing Preferences"



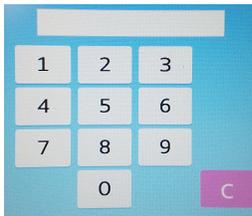
5. Printing Preferences – Go to the Job Handling tab. Enter the following:
Document Filing-Hold Only will hold your document at the Sharp copy machine and print when you enter your user number
Authentication-Choose User Number
User Number- Obtain from Office Secretary or Media Assistant



6. Click Apply. Click OK.
7. For the color Sharp machines:
 At the Sharp Copy machine, **Logout B&W**



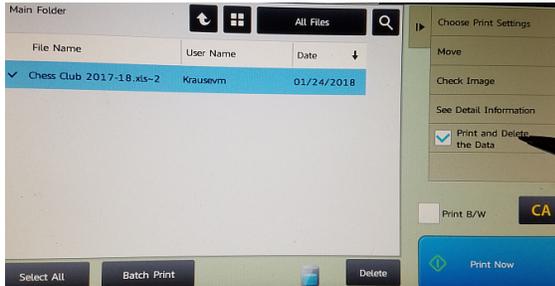
8. Enter your User Number



9. Retrieve File



10. VERY IMORTANT! Print and **Delete Data**, Print Now



11. LOG OUT