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.





 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:

E Desktop Downloads B Google Drive Recent Places	HS-StaffSharp-01	
 Libraries Documents Music Pictures Videos 	HS-StaffShar Connect IS-LibrarySha Properties	Windows Printer Installation X Connecting to HS-StaffSharp02 on sprint02 Finishing the installation
Computer	IS-OfficeSharp	Cancel

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"



	See what's printing	
	Set as default printer	iceSharp-
	Printing preferences	on sprint02
	Printer properties	
	Create shortcut	
•	Remove device	
	Troubleshoot	
	Properties	

- 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

HS-OfficeSharp-Color on sprint02 Printing Pre	ferences				×
Printing Preferences					
🖆 Main	Paper Source	Finishing	12 Layout	Job I	Handling ≥
Fagorites:					
Untitled ~	Save				Defaults
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	Main Folder				
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	Create PDF for PC Browsing				
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- 6. Click Apply. Click OK.
- For the color Sharp machines: At the Sharp Copy machine, Logout B&W



- 8. Enter your User Number
- 9. Retrieve File

1	2	3	
4	5	6	
7	8	9	
	0		



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



11. LOG OUT