

# Wofford Network

## Lesson N07: Windows – Printing on Networked Printers

In this lesson you will learn to:

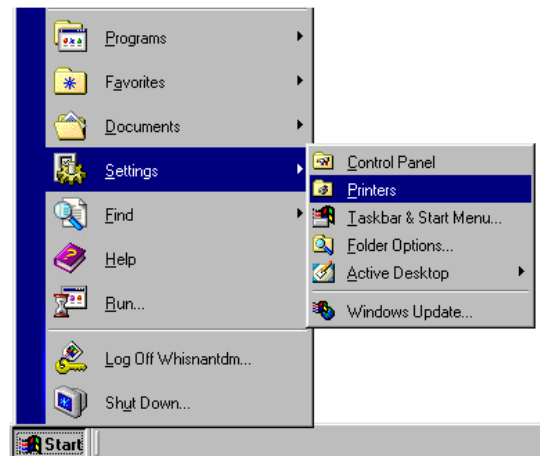
- Set up a network printer
- View printer status and jobs
- Set a default printer
- Remove a printer

Printing on the new network operates in the same way as in the past. The same printers are available as before. The difference is that you will be directing your print jobs to a different set of print servers -- Gershwin and Bernstein.

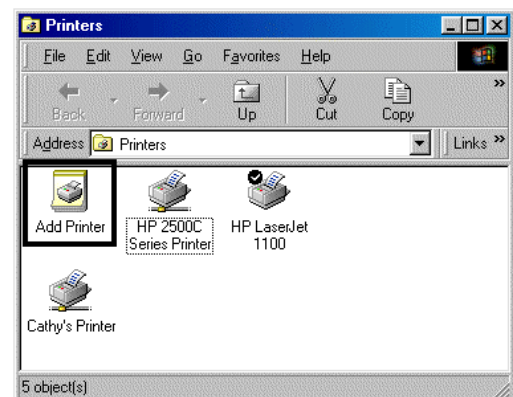
### A. Setting Up a Network Printer (Windows 2000 only)

These instructions are for computers running Windows 2000. If you are using Windows 95 or 98, ask the Help center staff (x.4357) for assistance.

Select **Start**, **Settings** and **Printers**.

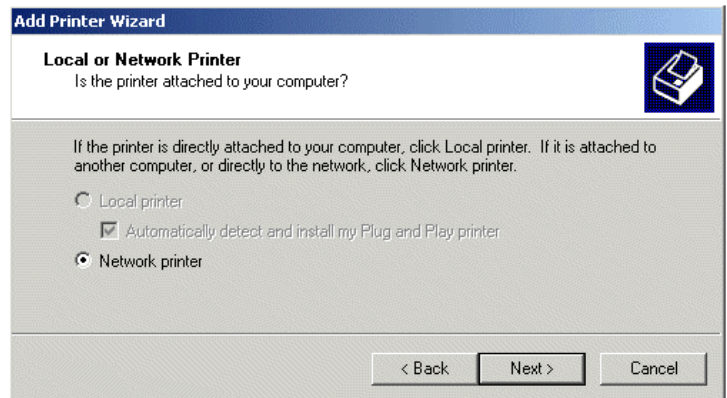


In the Printers dialog box, select **Add Printer**.

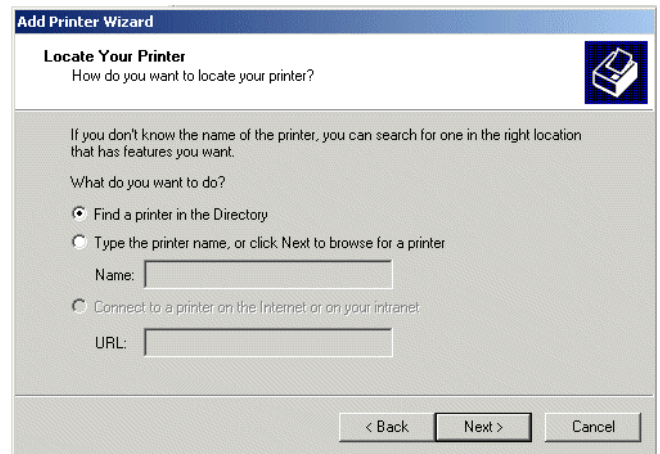


In the first Add Printer dialog box, press **Next**.

In the next Add Printer dialog box, select **Network Printer** and then press **Next**.



Select **Find a Printer in the Directory** and press **Next**.

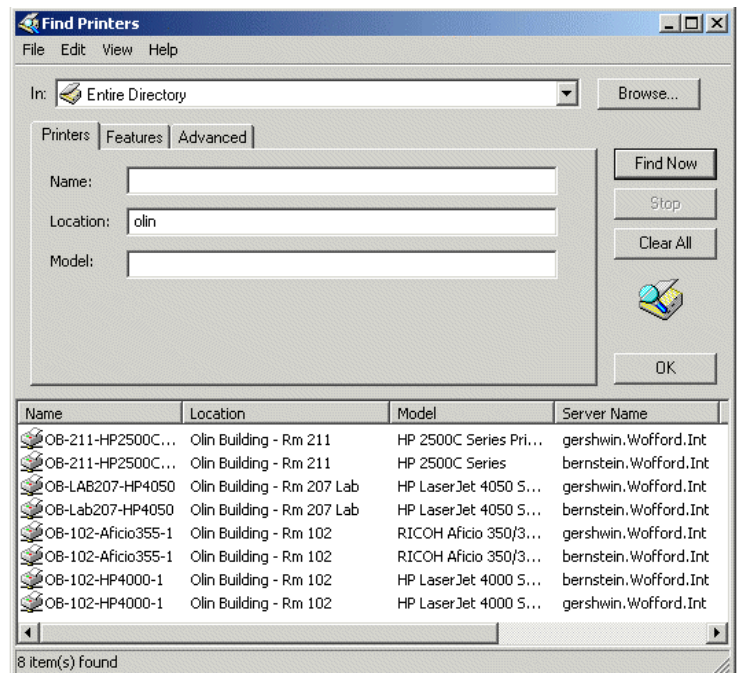


In the Find a Printer dialog box, you may search for printers based on a variety of criteria, but searching by Location is generally the easiest method.

Type the name of a building in the **Location** field to display the list of networked printers in that building.

Note: Not every printer in the building will be shown, only those that have been set up as networked printers.

Select a printer and choose **OK**.



In the next two dialog boxes, press **Next** and the **Finish**.

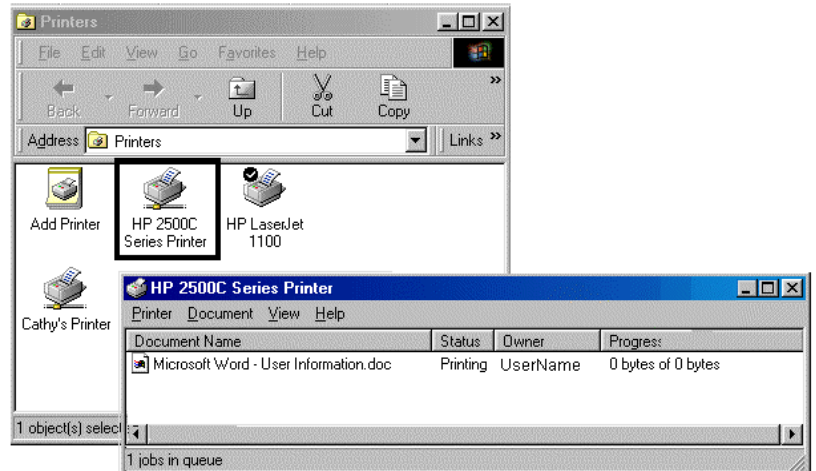
We are using two print servers for redundancy -- the reason that each printer is listed twice in the printer directory. You may wish to follow the above instructions twice for each printer you use, once for each server. You may print to either server with identical results.

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## Viewing Printer Status and Jobs

Networked printers are available to many users. If more than one person has requested a print job from a given printer, the jobs are placed in a print queue in the order in which they were received. To view the status of a printer and of your job, select **Start**, **Settings**, and **Printers** to display the Printers dialog box.

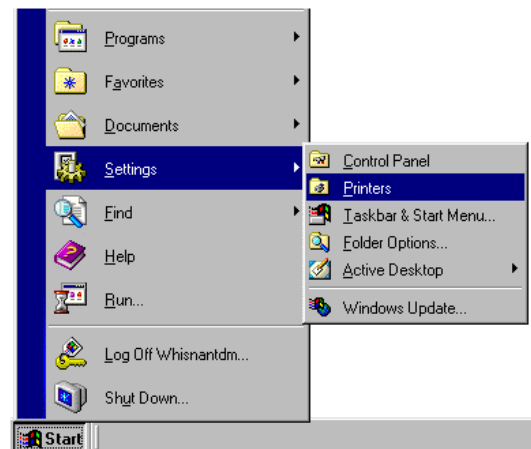
Double-click on the icon corresponding to the printer you are using. This will display the printer status box with pending jobs listed in the window. If your job is in the print queue, do not try to print the same job a second time -- it only will be added to the queue. Contact the Help Center at x.4357 if you are having trouble with the print queue.



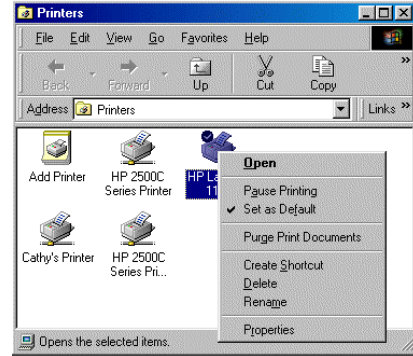
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## Setting the Default Printer

Select **Start**, **Settings**, and **Printers** to display the Printers dialog box.

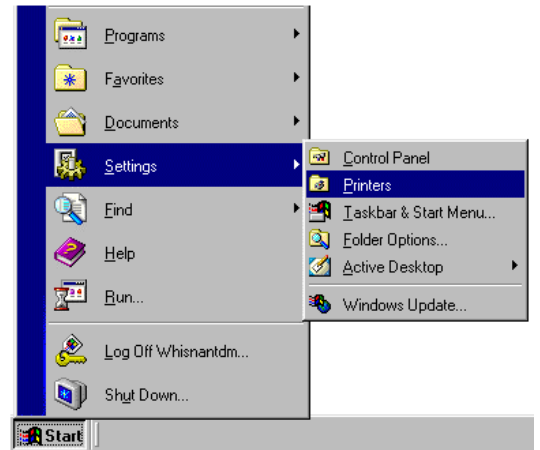


Right-click on a printer and select **Set as Default Printer**.



## Removing a Printer

Select **Start**, **Settings**, and **Printers** to display the Printers dialog box.



Right-click on a printer and select **Delete**. Confirm by selecting **Yes**.

