

## Installing a Printer

using Windows 7

Students, Faculty, and Staff may print to various network printers on campus. The instructions below explain how to install a printer on your laptop or desktop.

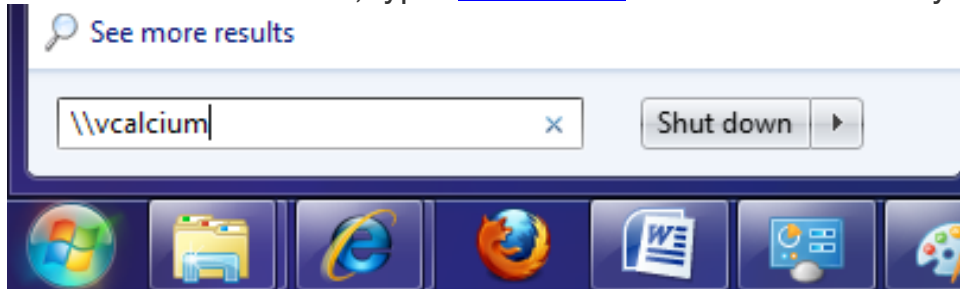
Printers are named to match their building and room locations. For example, printer S110 is located in room 110 of the Science building.

### To install a printer:

1. Click on the **Start** button.



2. In the command box, type: [\\vcalcium](#) and hit the enter key.



3. Icons will display for all network printers on the vcalcium server. Locate the printer you want to install and double click on the printer icon. During this process, the printer driver is being installed on your system. When the printer window opens, the printer is installed and ready to use.

If you know the name of the printer you want to install, you can enter it directly into the command box: For example, to install printer C203, enter the command: [\\vcalcium\c203](#) and press the enter key.

**Note: You can only install a printer if you have permission to use it.** Access to non-public network printers is requested for a user by the

appropriate personnel in each department and granted by IT Services. The following printers are available to all Lawrence Tech faculty, staff, and students, and may be installed without special permissions:

<b>Printer Name</b>	<b>Location</b>
C203	Help Desk
E152	Engineering Building Computer Lab
M113A	Library
APTN1	North Housing
APTS1	South Housing
S202	Arts & Science Lounge

**Note: In order to save paper and cut costs, print jobs sent to Help Desk, Library, and North and South Housing printers will not print until they are released.** If you print to the C203, M113a, APTN1, or APTNS printers, please ask the attendant to release your print job.

**Note: To install a printer on a non-LTU laptop (a personally owned laptop)** you need to authenticate using your login LTU ID and password before the printer can be installed. When prompted for a User Name and password, enter “**campus\your login ID**” in the ‘User Name:’ box and your password in the ‘Password:’ box.

If you still cannot install a printer, you may not have administrator rights on your system. Please visit the Help Desk, C203 Taubman Student Services Center for assistance.

### **To see all your installed printers:**

1. Click on the **Start** button.



2. Click on **Devices and Printers** and all installed printers and corresponding status messages will display.

### **To set a default printer:**

1. From the Devices and Printers menu, right click on the printer you want as your default printer. A menu will appear.
2. From the menu, select “**Set as Default printer.**”

3. A checkmark will appear indicating the printer is the default printer.