

# Windows Printing

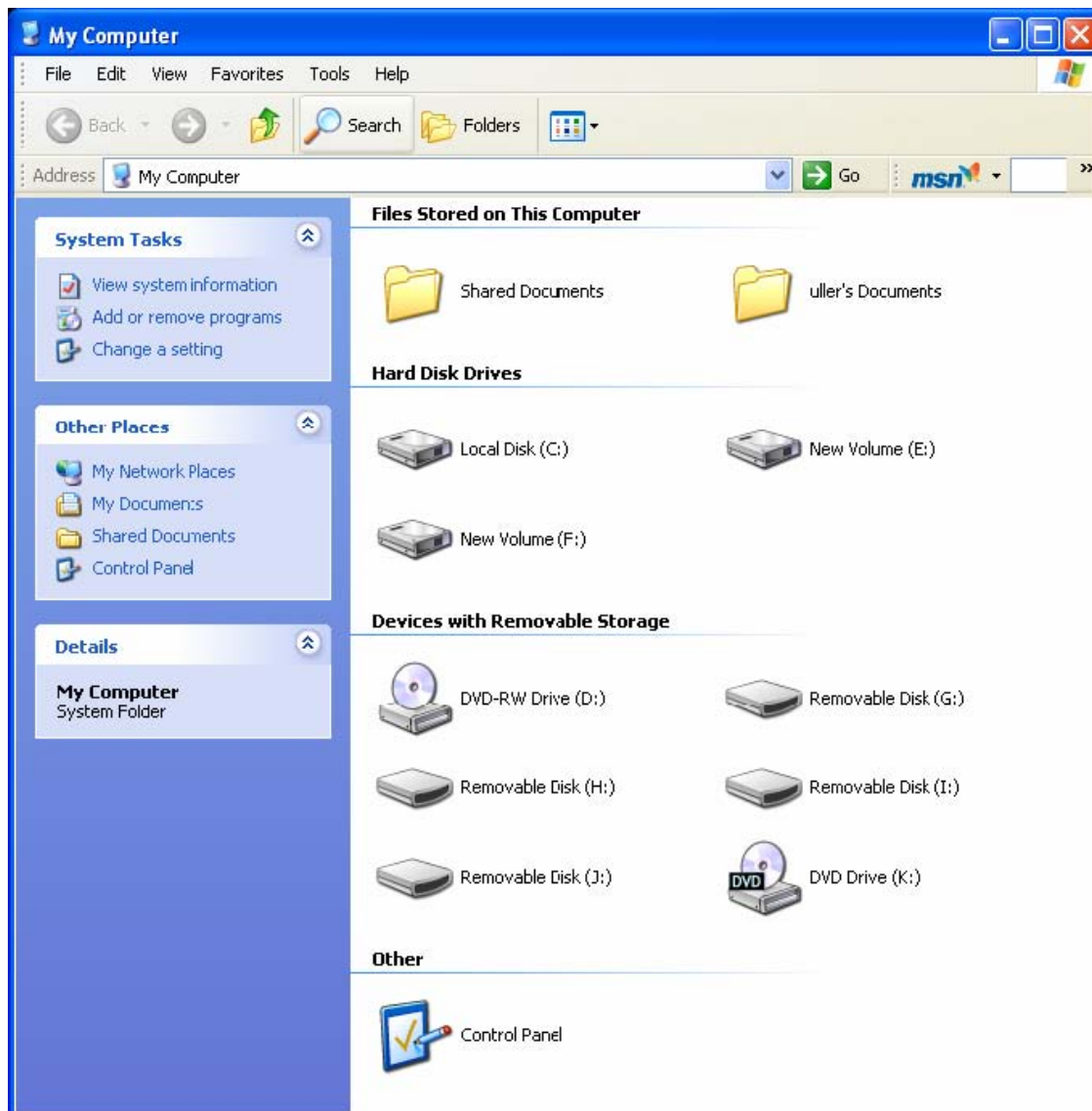
## (1) Obtain an account from Prashant or James

You will need to know your username on your local machine, as the user names on the local machine and the print server must match. So please have this information handy when asking for an account.

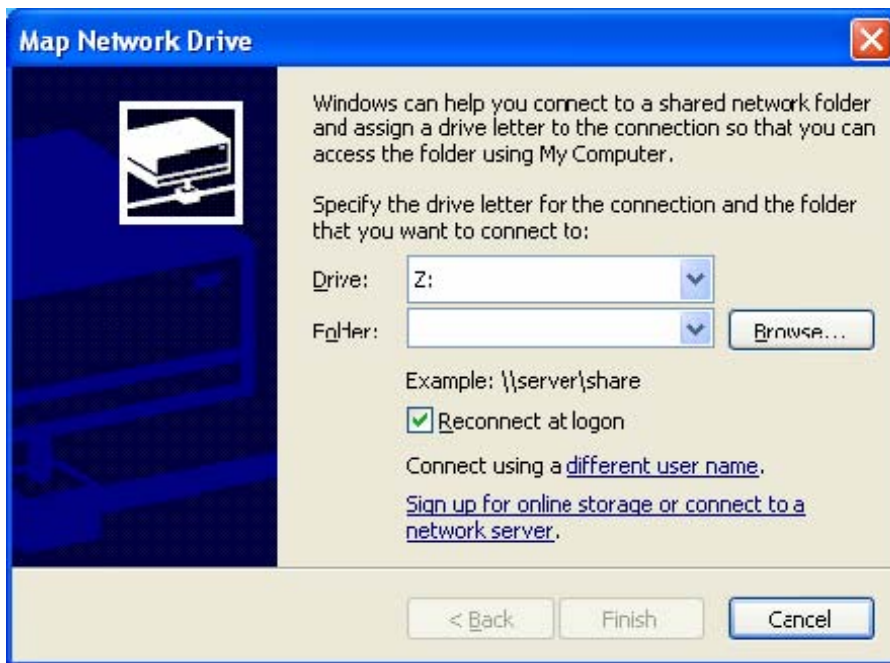
## (2) Map a network drive to the print server

In order to install the print client software, and to ensure the ability to print automatically in the future, we suggest that users map a network drive from the print server. To do this:

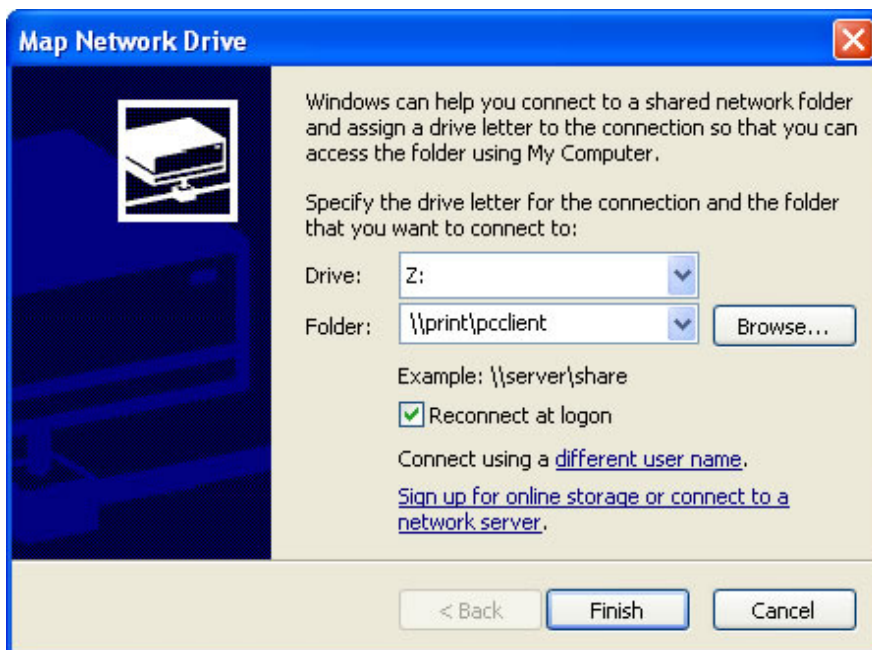
-- Click the start menu, and select *My Computer* (or double-click the *My Computer* on the Desktop)



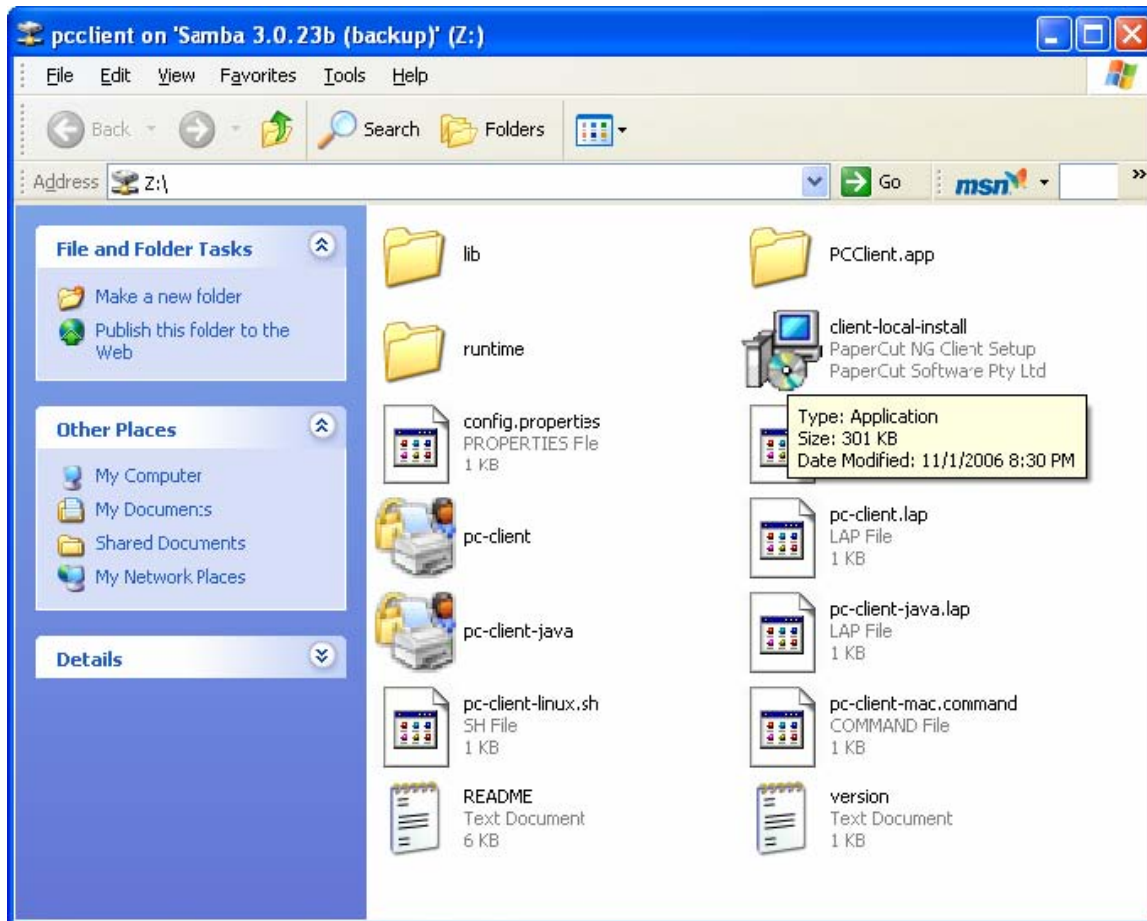
- From the Tools menu select “*Map network drive...*”
- That will pop open the Map Network Drive window



- Choose any drive letter that is not currently in use
- Type in [//print/pclient](#) in the Folder area
- Make sure the box next to “Reconnect at logon” is checked
- Click *Finish*



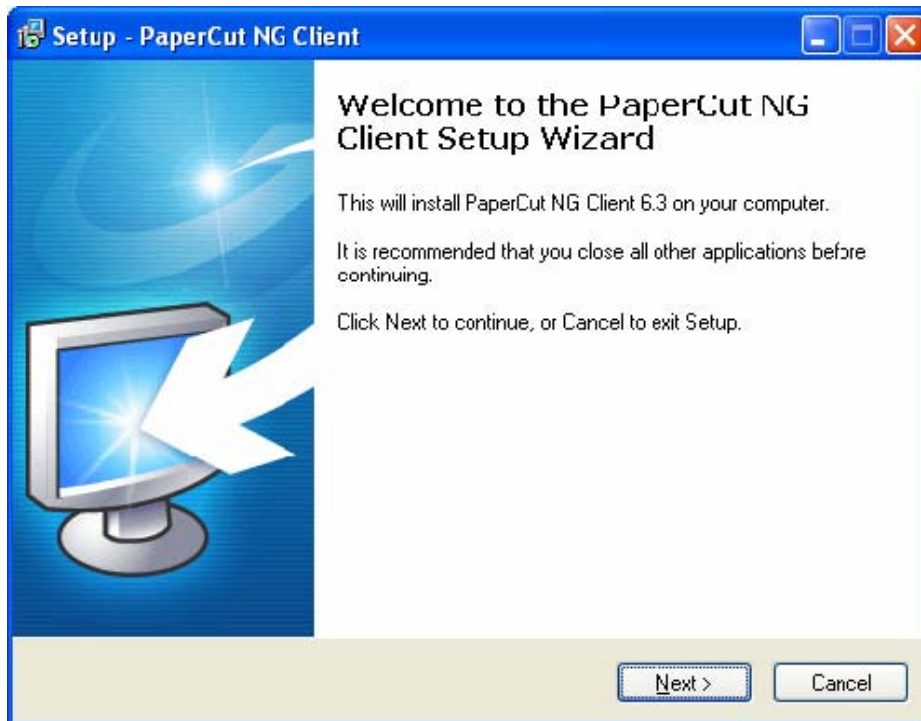
-- That should make the pcclient folder window pop up



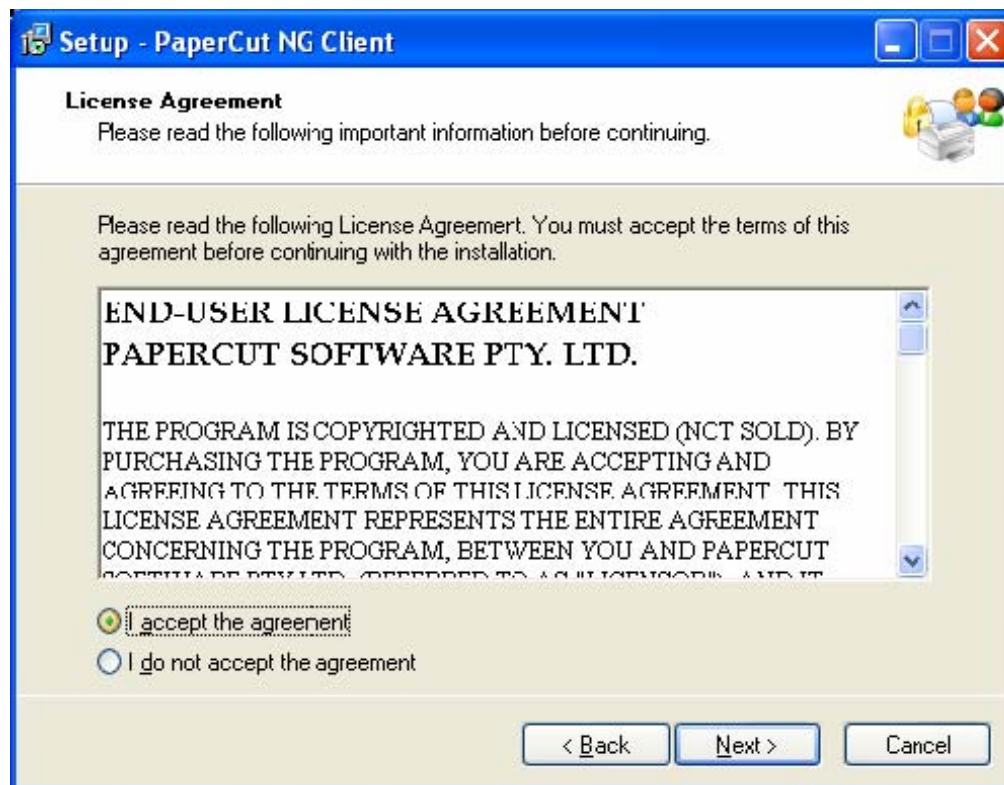
### 3) Setting up the PaperCut client

-- Double click on the *client-local-install* icon to install the print client on your local machine

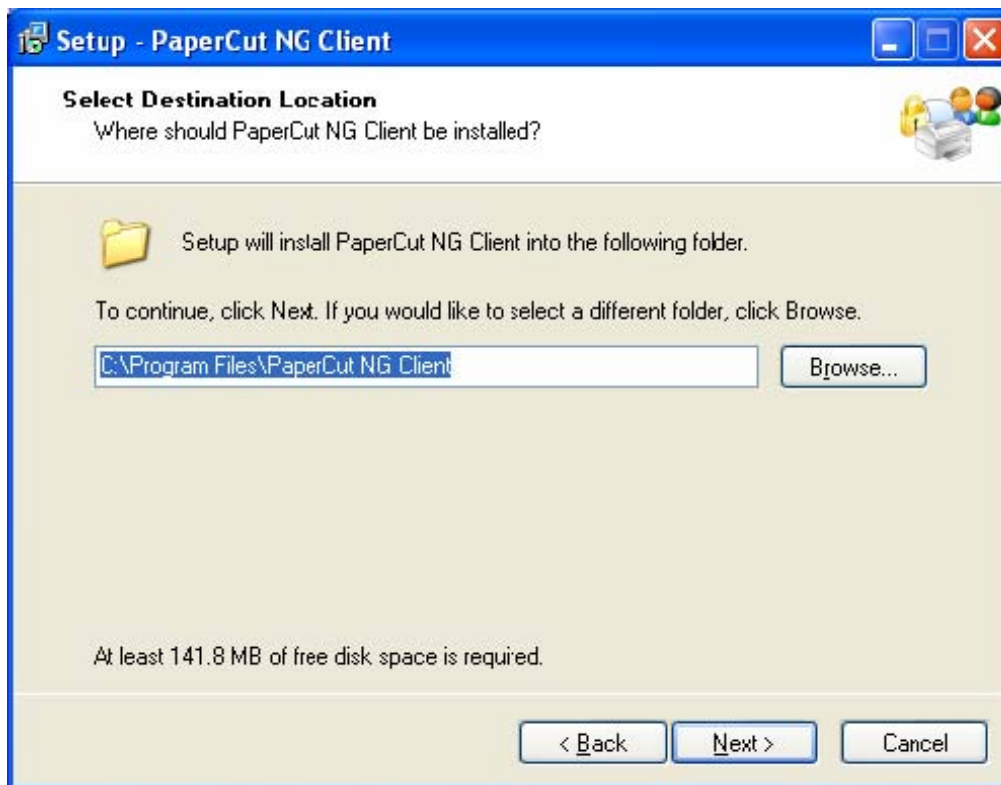
-- The Setup – PaperCut NG Client window should pop up



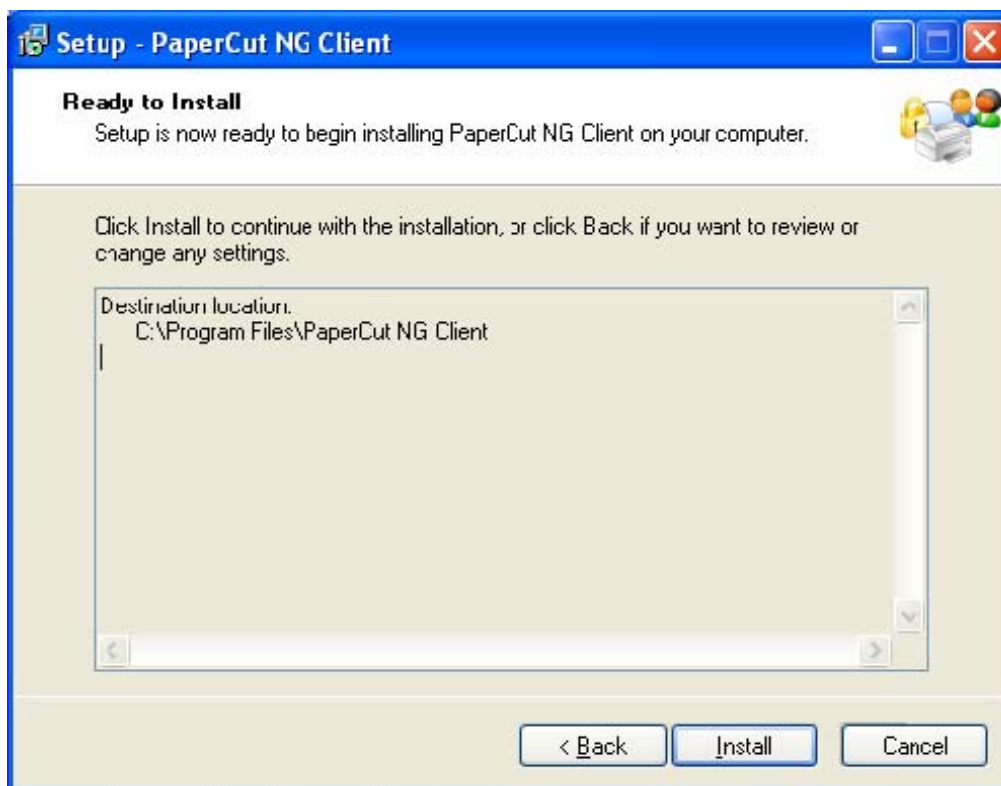
-- Click *Next*



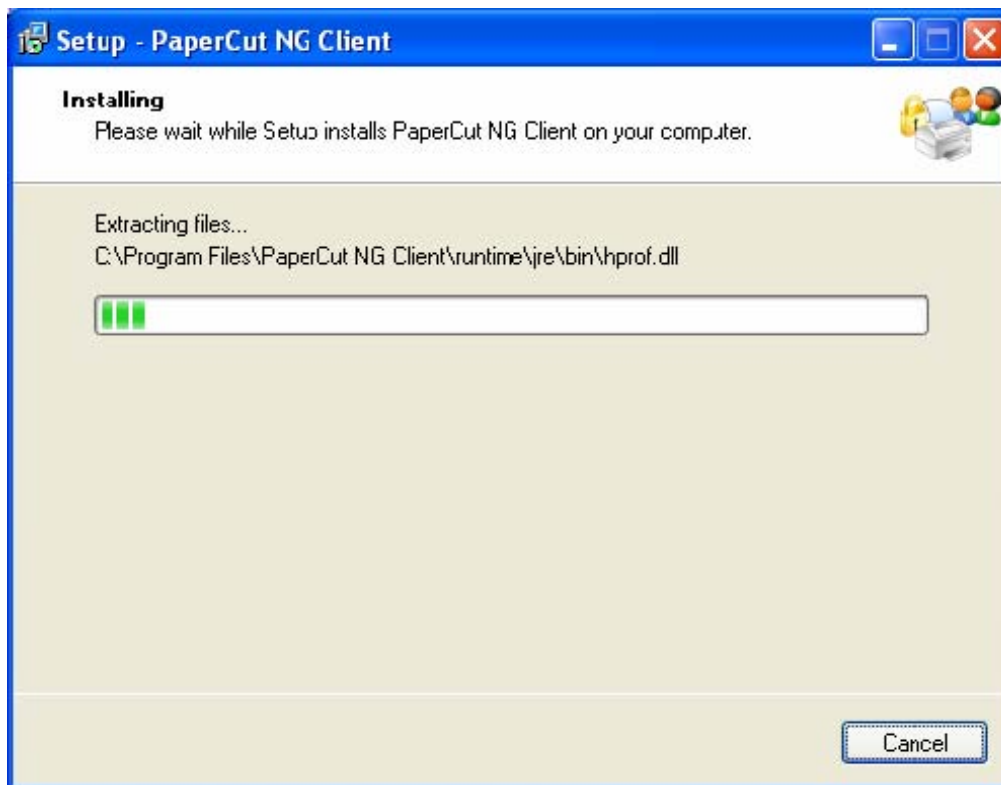
-- Select *I accept the agreement*, and press the *Next* button



-- Keep the default settings in the *Select Destination Location* window (unless your system requires a different install location), and press *Next* to pop up the *Ready to Install* window



-- Press the *Install* button to start the installation



-- When the program finishes installing, you will need to restart your computer for the client program to function properly



After rebooting your system, the client should run automatically and minimize itself to your taskbar, and assuming you are connected to the AOS network, you should automatically mount the drive from the print server.

#### (4) Update your printer drivers (recommended)

The printer models we currently use in the department are:

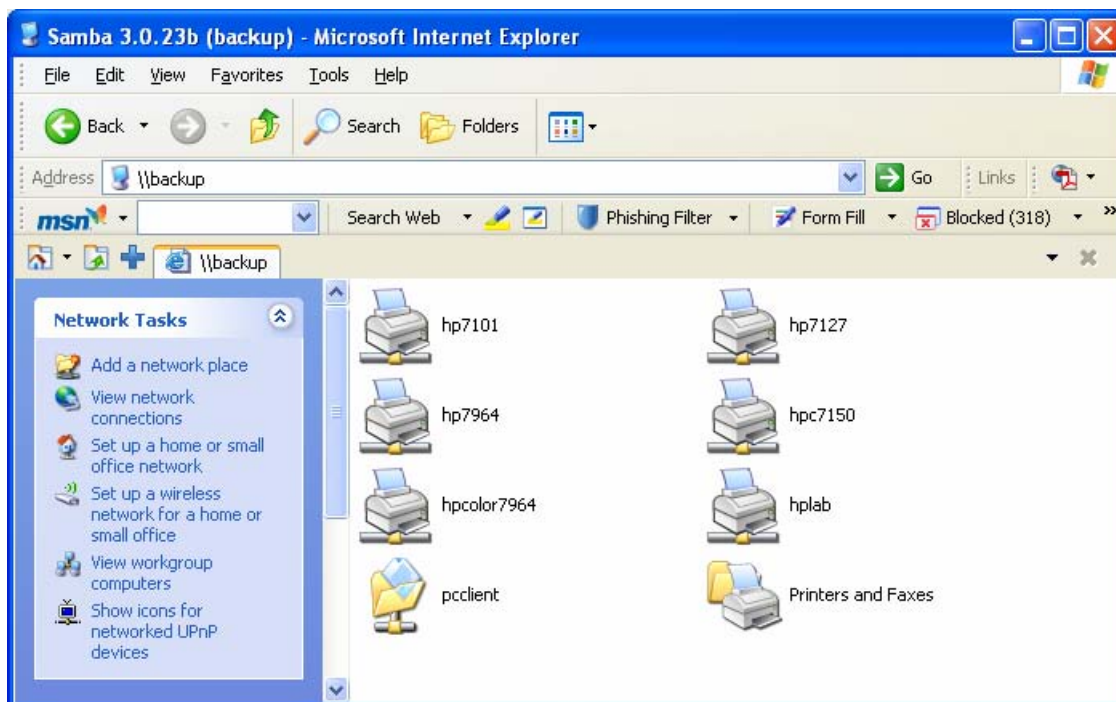
HP Laserjet 4250 (hp7150)  
HP Laserjet 4300 (hp7101)  
HP Laserjet 8150 (hp7964)  
HP Color Laserjet 3800 (hpcolor7101)  
HP Color Laserjet 4550 (hpcolor7964)

You might want to download drivers from [www.hp.com](http://www.hp.com) for those models.

#### (5) Setting up a new printer

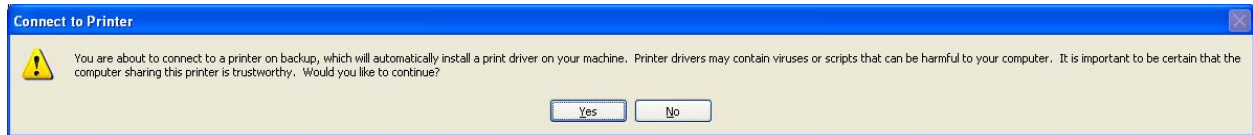
Open up a Windows Explorer window, and in the address window type: \\print

-- Assuming your account was setup properly, you should see a window similar to:

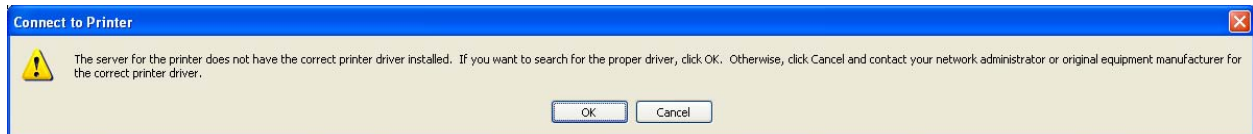


You should double click on the printer you want to install onto your system. For example, if you wanted to install hpcolor7964, you would double click on that icon. You should be greeted by a *Connect to Printer* window.

-- Press the *Yes* button.



-- You will then see a message asking if you want to install a local driver:

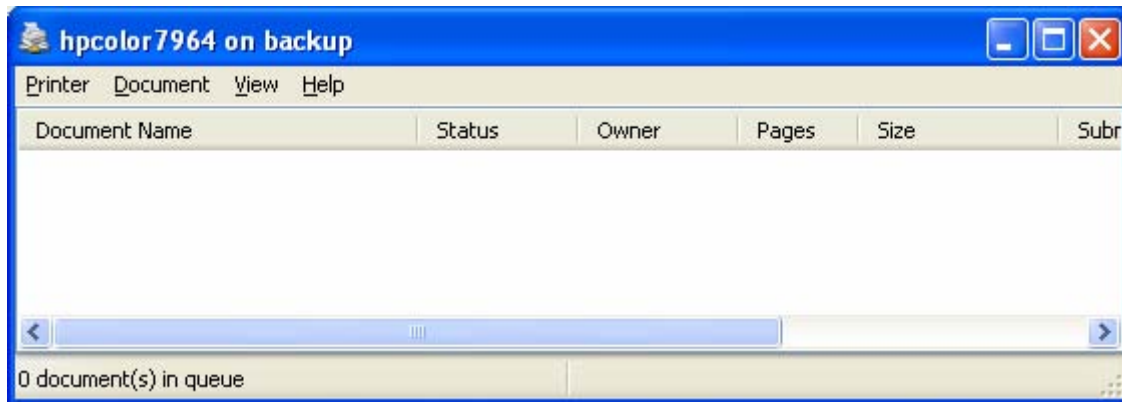


-- Click *OK*. You'll then see the Add Printer Wizard Window:



-- Choose the appropriate model (in this case an HP Color LaserJet 4550), and click *OK*. If you do not see the printer listed, and you downloaded and installed the drivers, you might have to use the “have disk” option and point the program to the driver.

Assuming you do have the printer driver on your machine, and you pressed *OK*, you should then be taken to the printer's window:



Congratulations - the printer is now installed onto your system! At this point we suggest that you print out a test page to make sure everything is working properly.

You can repeat this process for any of the other departmental printers you want to add to your printer list.