Installing a Printer Windows



If the printer you would like to print from has not yet been installed on your computer, take the following steps to set up the printer for use:

1. Press both the Windows and the R key at the same time. This will open a Run box in the lower left corner of your computer.



2. In the Run box, type <u>\\orprint01</u>, and press the Enter key. A new window will open that displays every network printer on the ORS print server.

💻 🛃 🎆 🖛 orprint01					1 ×
File Home Share View					~ 0
🔶	int01		✓ ຽ Sear	ch orprint01	P
0 Desktop	^	~	~		^
Documents	_SECURE-PRINT	AS_LOBBY_RH5002M		PAL_HP2600N	
😸 Favorites	-				
👌 Music	AS_RM1_01_HP1300M	AS_RM1_02_KV1370	AS_RM8_01	_HP2035M	
Notebooks	-				
Fictures	AS RMAD 01 HID2025M	AS PM0 02 1300N		1 HP2605C	
Shared with Everyone	A3_0005_01_0203.00	A3_10019_02_130014	AS_MINIO_0	I_HP2003C	
Videos	-	•	•		
This PC	AS_RM10_02_HP1300M	AS_RM11_01_HP2605C	AS_RM11_0	2_RH201M	
Desktop	~	~			
Documents	AS_RM13_01_MP201M	CS_RECEP_RH3003C	Drivers		
Jownloads					
A					

Printers are designated by "School Building_Room" or "Room Number_Printer Model" followed by either a "C" for color or "M" for monochrome.

3. Select the printer you would like to install on your machine and double click. The print driver will begin downloading and installing, and a small window containing the Print Queue will open. This will show the progress of your print job.

Installing a Printer

Windows



Printer Document View					
Document Name	Status	Owner	Pages	Size	Submitted
Microsoft Word - 199706.doc	Printing	bknittel	42	1.52 MB	1:40:04 PM 6/12/200
http://maps.google.com/		bknittel	1	587 KB	1:44:56 PM 6/12/200