

ADDING AND USING THE LAB PRINTERS WITH PERSONAL LAPTOPS

To be able to print from your laptops to the lab printers you have to be connected to the network either through the “Hopkins” wireless connection or through an Ethernet wire connected to one of the network wall jacks available throughout the department.

Go to Start/Settings/Printers:

1. Click on the “add a printer” task on the left.
2. Click “next” and choose the option for a network printer.
3. Click “next” and choose the second option “The printer that I want isn’t listed ...”, for Windows 7.
4. In the “Select a shared printer by name” field enter \\aspen.win.ad.jhu.edu\soc-labHP, \\aspen.win.ad.jhu.edu\soc-canon, or \\aspen.win.ad.jhu.edu\soc-officecolor (one at a time) respectively to connect to each of the printer drivers for the HP printer in the lab, the copy machine in the main office or the main office color printer.
5. After clicking “next” you will be prompted for a user ID and password. Be sure to enter your user ID as “win\JHED LID” and the respective password.
6. Continue clicking “next” until you complete the wizard. (Normally you should leave your default printer unchanged when prompted to choose one.)

If the above is not working for you try to enter the path to the printer share in the “Search Programs and Files “field”.