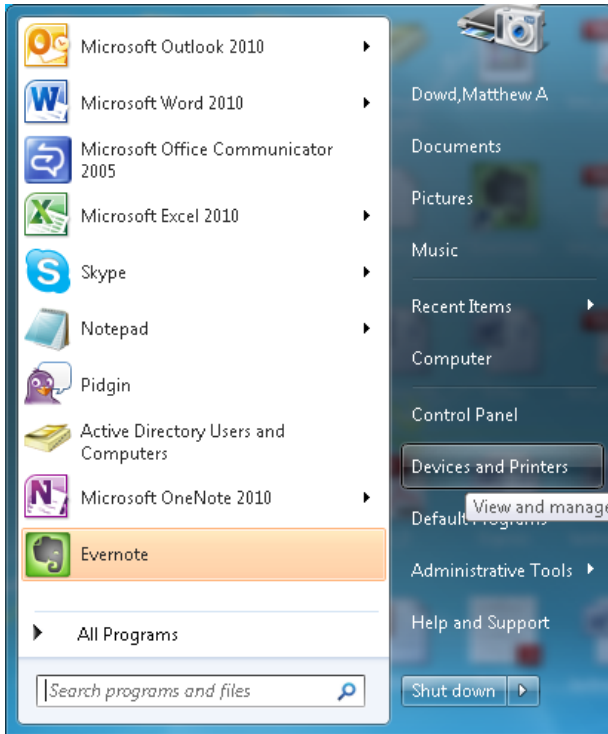
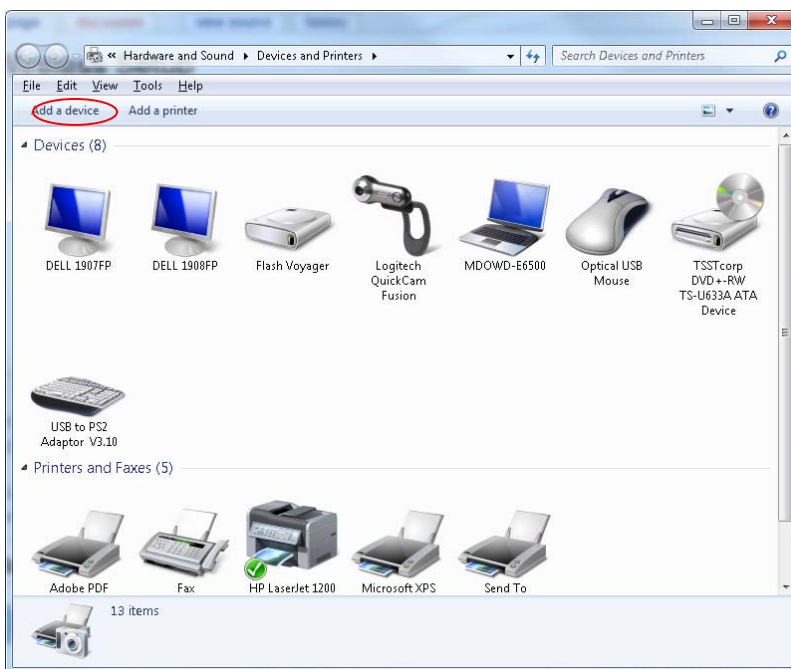


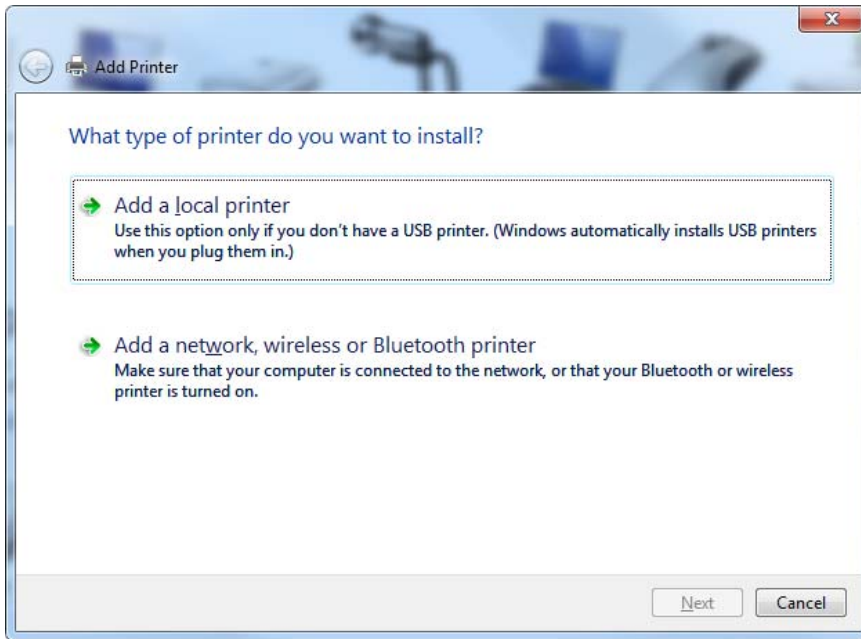
- I. Login as Local Administrator to the laptop
- II. Make sure that the laptop is connect to the wireless Rootown Network (Appendix A)
- III. Go to the Start Button and Click on Devices and Printers



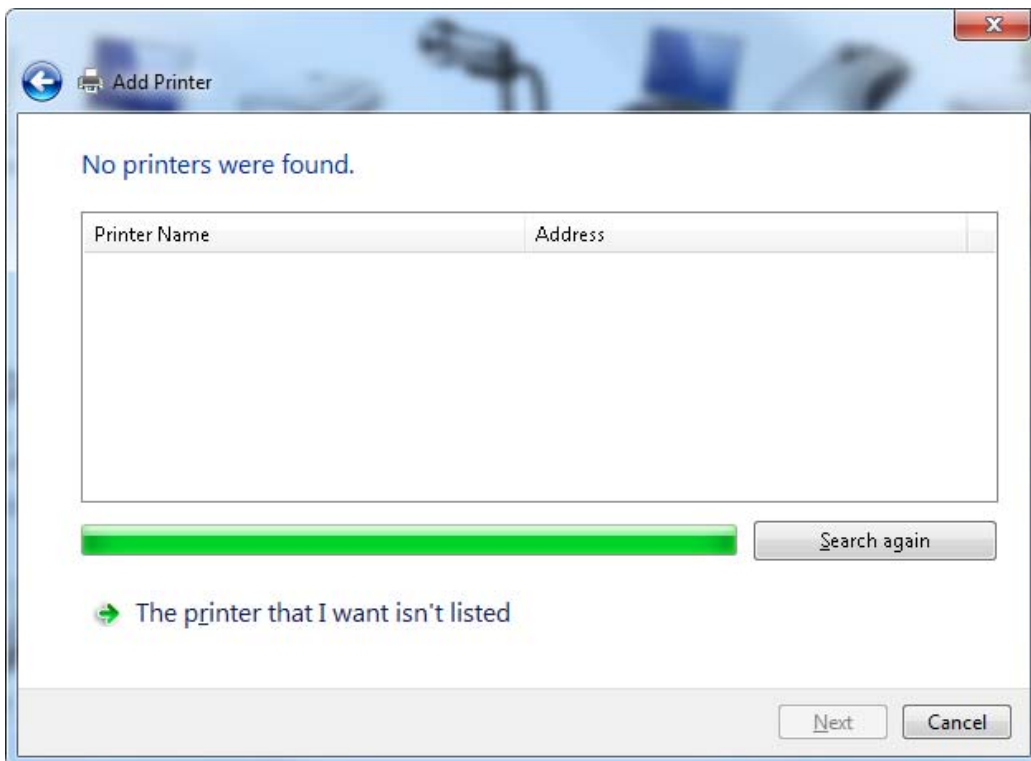
- IV. Click on Add a Printer (Located toward the top of the window)



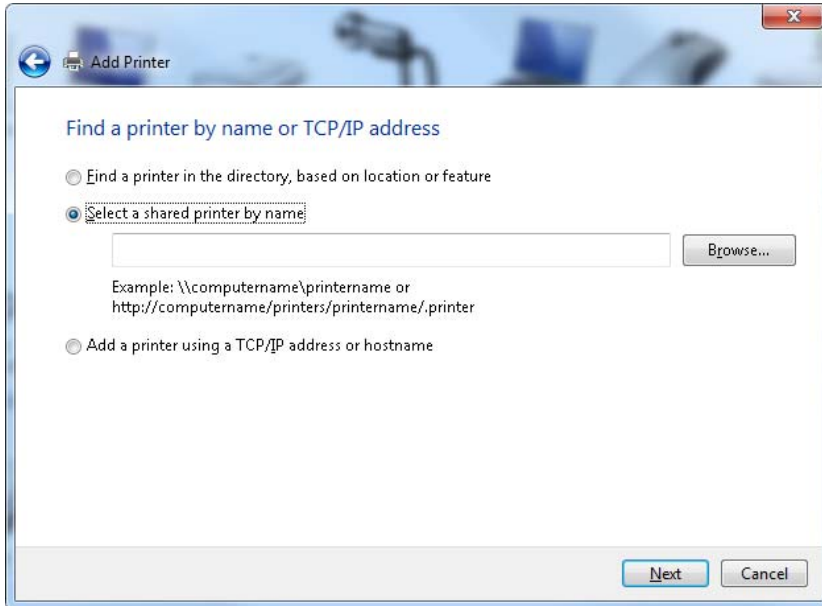
- V. Click on Add a network, wireless or Bluetooth printer



- A. *This will automatically look for a printer and may display No printers were found. If this happens, click the printer that I want isn't listed. If the printer shows up then click the desired printer.*

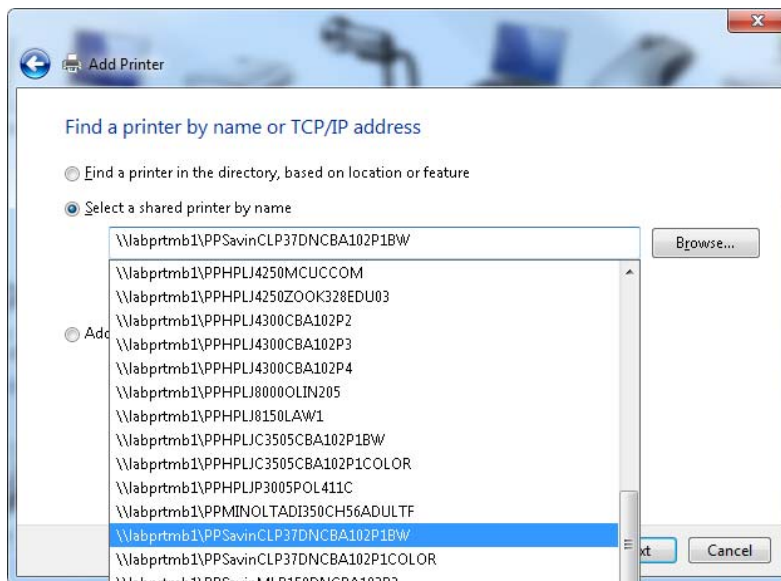


VI. In the Find a Printer by name or TCP/IP Address window choose select a shared printer.

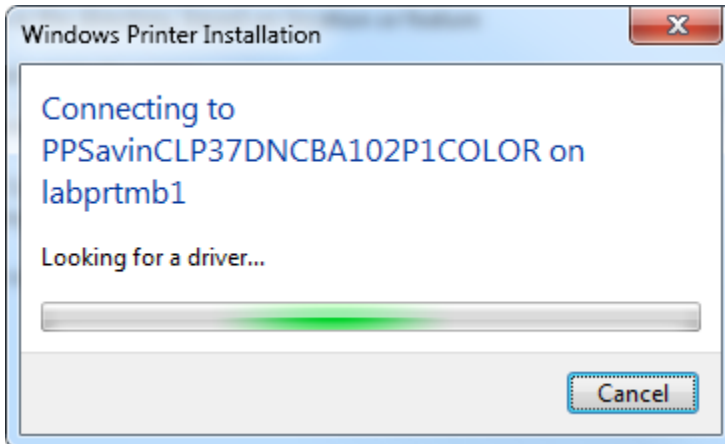


A. Type in the box [\\labprtm1\](#) At this point, a dropdown box will appear... Then choose either

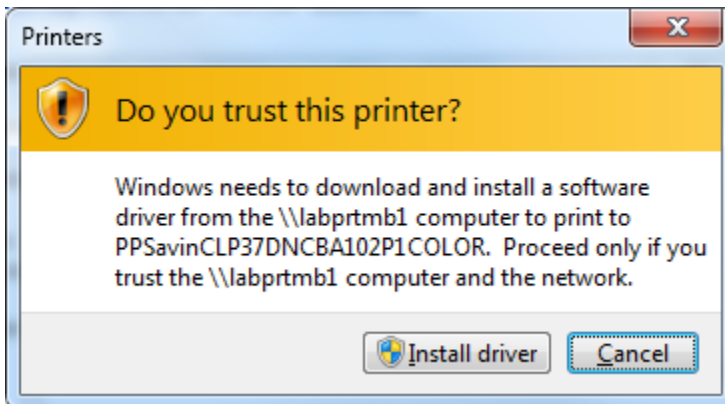
1. [\\labprtm1\PPSavinCLP37DNCBA102P1BW](#)
2. [\\labprtm1\PPSavinCLP37DNCBA102P1Color](#)
3. [\\labprtm1\PPSavinMLP150DNCBA102P2](#)
4. [\\labprtm1\PPSavinMLP150DNCBA102P3](#)



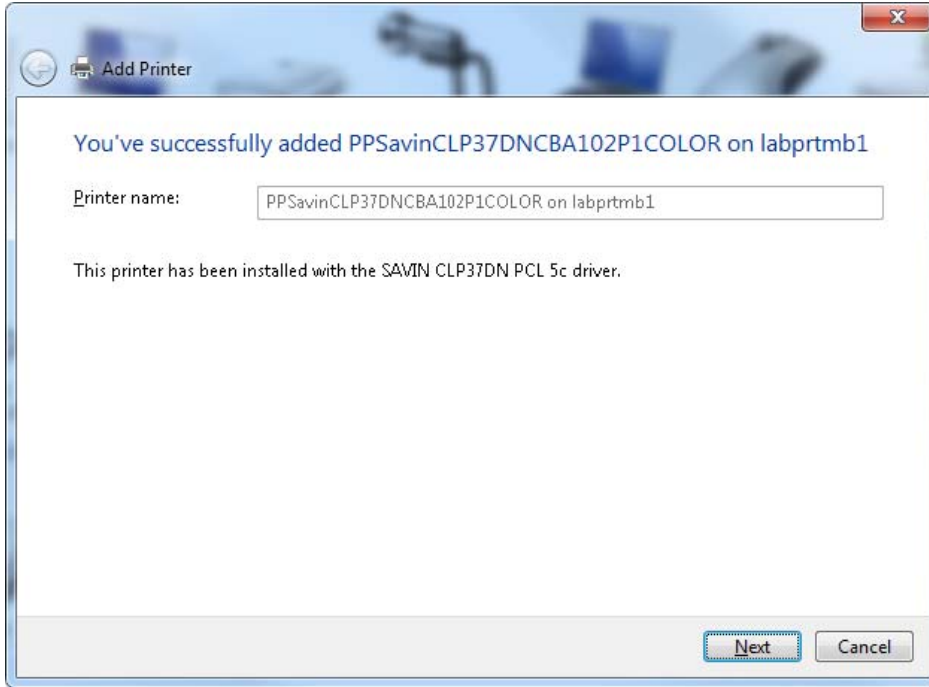
VII. The computer will now connect to the printer as the windows below shows.



VIII. Depending on your security settings a "Do you trust this printer?" Dialog box will appear. If this happens click the Install Driver button.



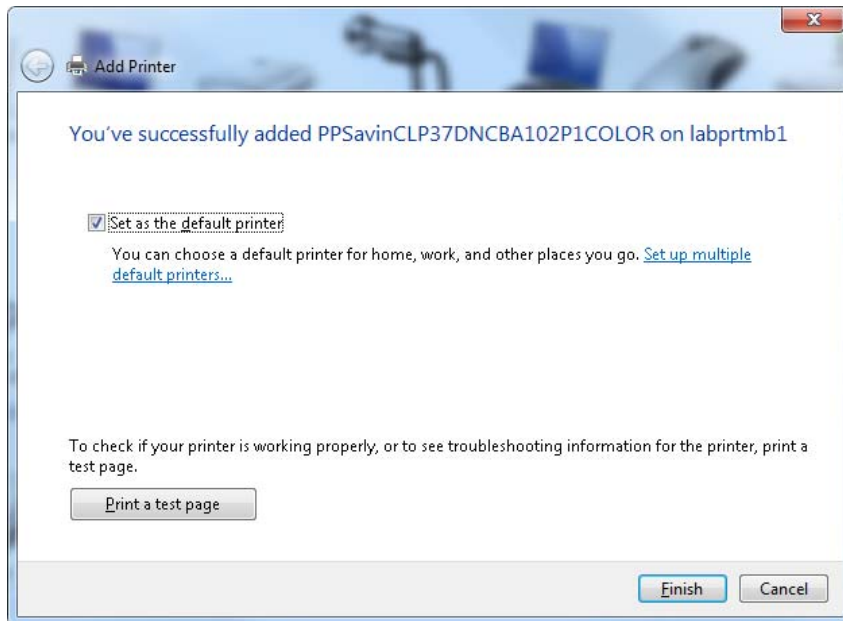
IX. When finished the You've successfully added... will appear. Click Next



X. Finally, the You've successfully added... box appears..

A. *Most will want to uncheck the Set as the Default printer check box in order to keep their personal printer as the default.*

B. *Click the Finish Button*



Appendix A

Directions for connecting your laptop to the wireless network can be found at http://support.uakron.edu/wiki/index.php/Wireless_Setup

