## Installing in-studio printers for Windows

- 1. Open the Printers Control Panel appropriately for your version of Windows.
- 2. Click on "Add a Printer".
- 3. Choose to add a networked printer.
- 4. If Windows starts searching for networked printers, click on the text "The printer I want isn't listed" and click "Next".
- 5. Make sure that 'Select a shared printer by name' is selected, and in the text box, enter the name listed at the bottom for the printer you wish to install, and click Next.

🚱 🖶 Add Printer	X
Find a printer by name or TCP/IP address	
Find a printer in the directory, based on location or feature	
<ul> <li>Select a shared printer by name</li> </ul>	
\\128.95.103.39\HP5200-BW-11x17	Browse
Example: \\computername\printername or http://computername/printers/printername/.printer	
Add a printer using a TCP/IP address or hostname	
Add a Bluetooth printer	

- 6. If Windows prompts to log in, use your netID.
- 7. Click 'Finish'.

\*\*For full printer installation instructions, refer to "Installing Archnet Printers on Windows 7, 8 and Vista Laptops"

## Archnet Printers:

For Printer in Arch Hall G020, enter: \\128.95.103.39\ArchG020

For Printer in Arch Hall G060, enter: \\128.95.103.39\ArchG060

For Printer in Arch Hall 220, enter: \\128.95.103.39\Arch220

For Printer in Arch Hall 260, enter: \\128.95.103.39\Arch260