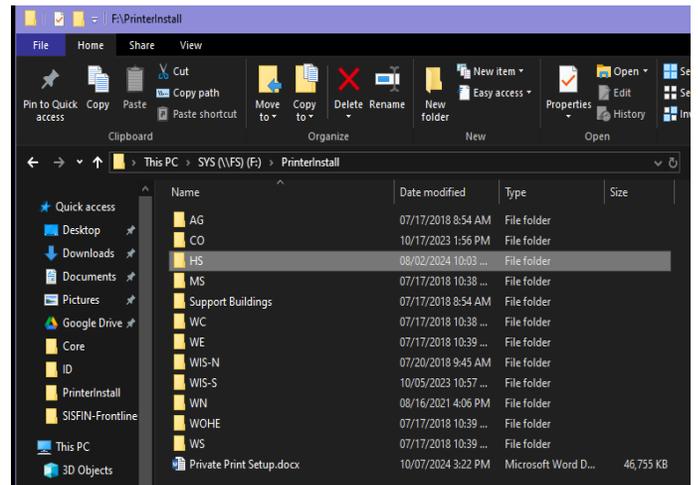


Printer Installation for Windows 10/11 Desktop OR Laptop (NOT Chromebook)

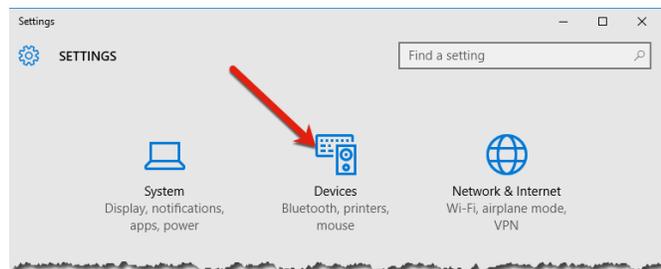
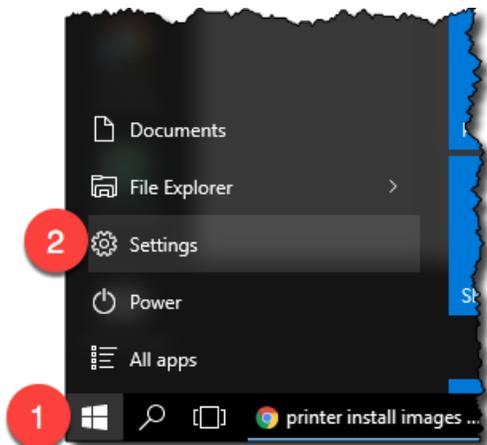
Installing Printers

1. Go to the This PC -> **F: Drive** and open the **PrinterInstall** Folder (you may need to use your Novell/OES login in order to obtain the F: drive in This PC)
2. Double the name of the printer you want to install.
3. If an administrative password is required, unfortunately you will need to submit a tech workorder to add the printer.
4. Wait patiently until the black window has closed to indicate the installation is complete.
5. Repeat as needed for all the printers you wish to install.



```
C:\Windows\system32\cmd.exe
F:\PrinterInstall\64 Bit Printer Install>c:
C:\>cd\windows\system32
C:\Windows\System32>cscript C:\Windows\System32\Printing_Admin_Scripts\en-US\prnport.vbs -a -r IP_10.20.23.203 -h 10.20.23.203 -o RAW
Microsoft (R) Windows Script Host Version 5.812
Copyright (C) Microsoft Corporation. All rights reserved.
Created/updated port IP_10.20.23.203
C:\Windows\System32>rundll32 printui.dll,PrintUIEntry /if /b "High School Downstairs 527 Copier" /f \\fs\sys\drivers\printers\toshiba\856\64bit\vsf6u.inf /r "IP_10.20.23.203" /m "TOSHIBA Universal Printer 2" /z
```

Setting Up Private Printing



1. Click Printers

2. Locate & click on the printer

3. Click Manage

4. Click Printing Preferences

Settings

Printers & scanners

My Printer
Default, Apple AirPrint

Send To OneNote 2016

SPE Office 4505ac Copier

Tech Copier

Open queue Manage Remove device

Zebra ZXP Series 7 Network Card Printer

Let Windows manage my default printer
When this is on, Windows will set your default printer to be the one you used most recently at your current location.

Download over metered connections
To help prevent extra charges, keep this off so device software (drivers, info, and apps) for new devices won't download while you're on metered Internet connections.

Settings

Tech Copier

Manage your device

Printer status: Idle

Open print queue Set as default

Print a test page

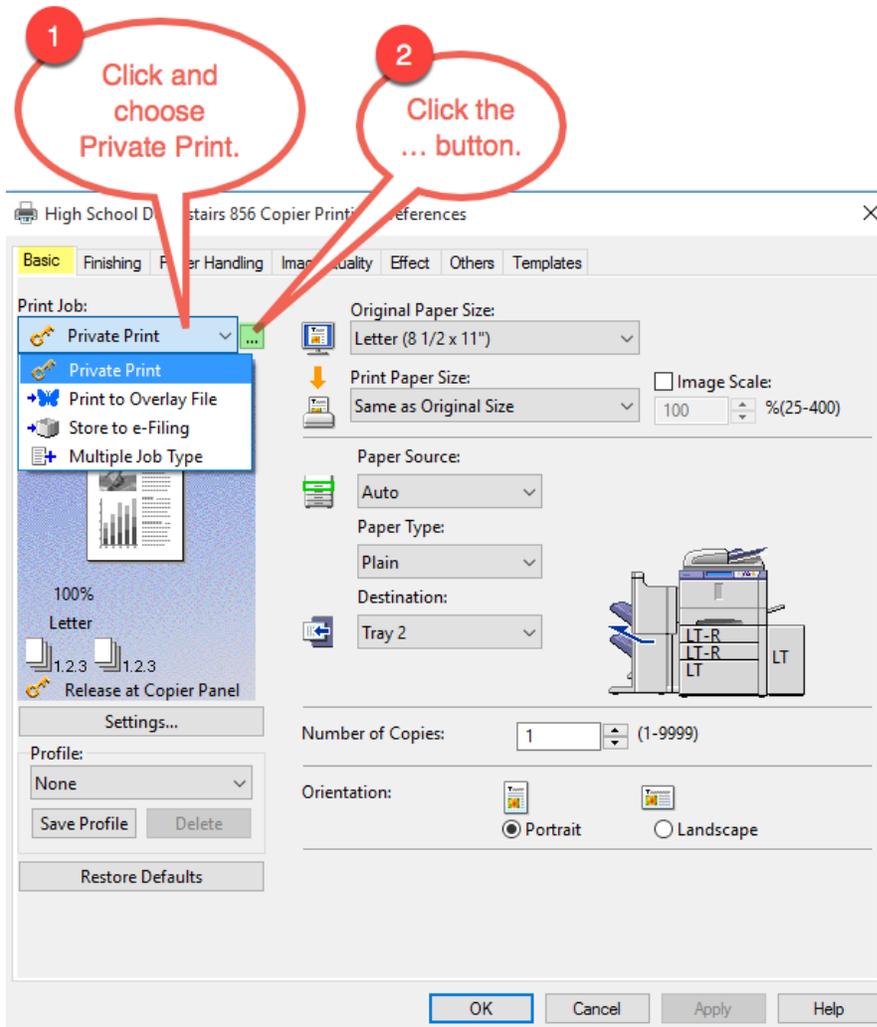
Run the troubleshooter

Printer properties

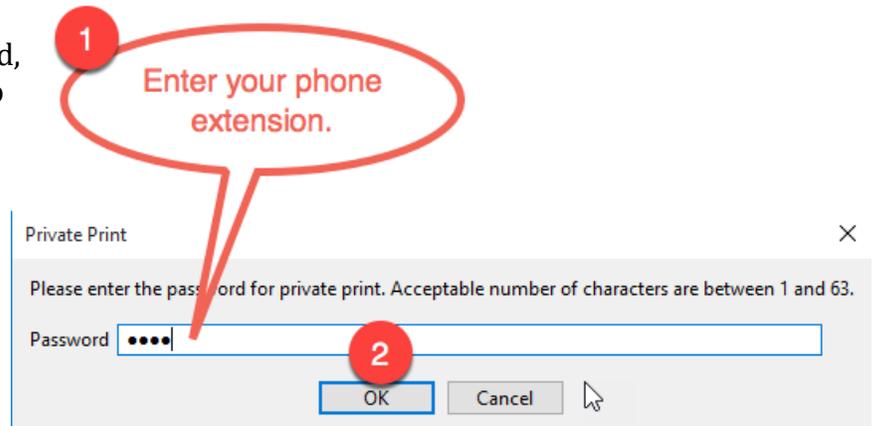
Printing preferences

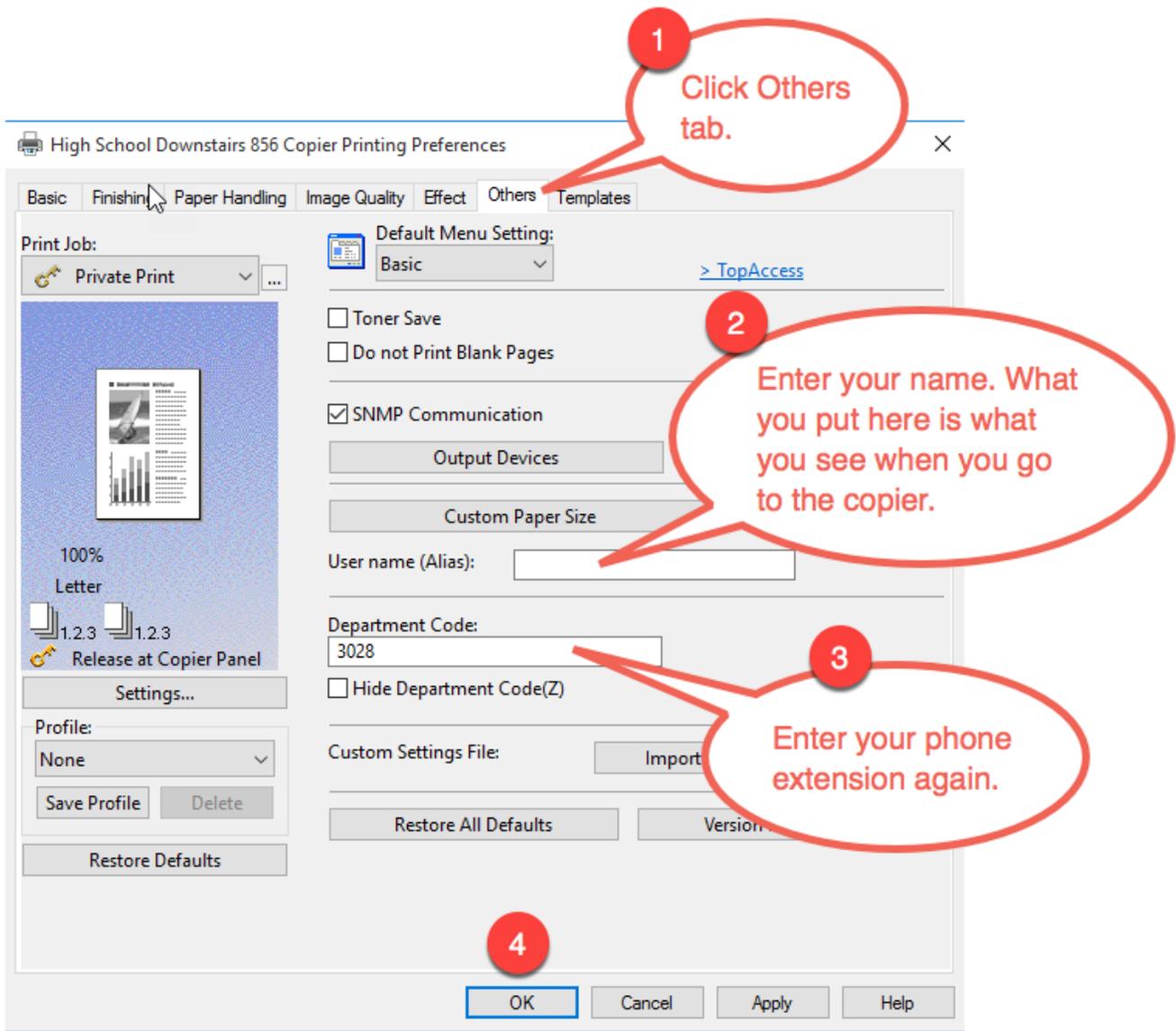
Hardware properties





The system calls this a password, but for simplicity we're going to use the same code for both copying and printing,



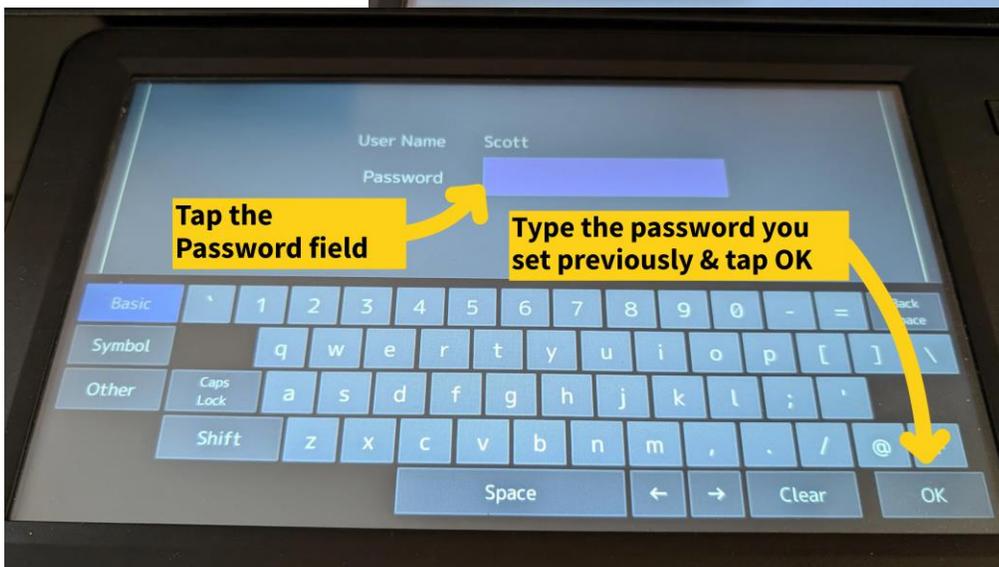
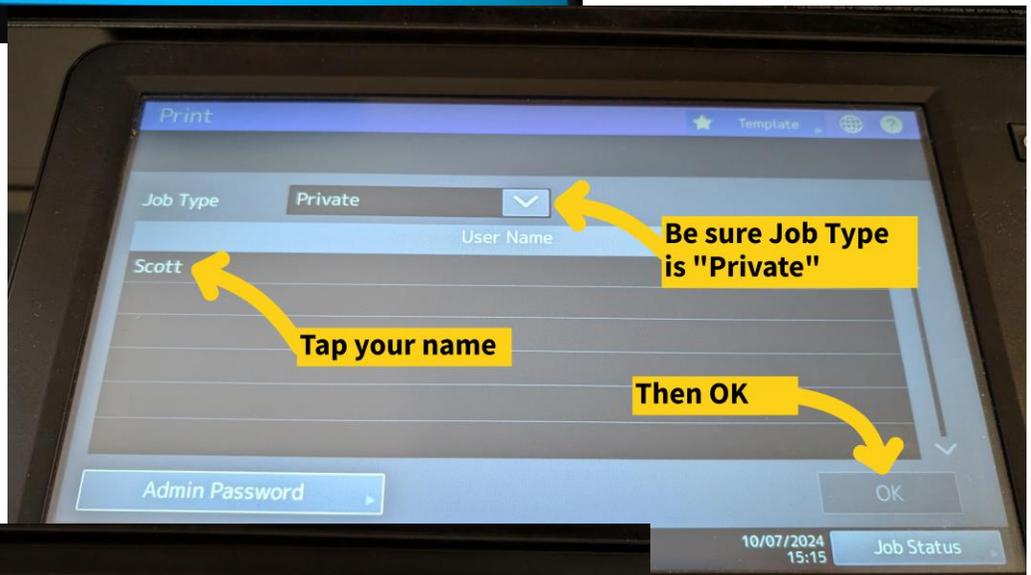


You can close the Devices and Printers window and the Settings Window.

The next time that you print, at the copier the printout will not start until you select your print job from the list and enter your password.



Accessing Private Print Jobs at the Copy Machine



Janetta Garton • Willard Public Schools



