

## **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\printer_name`, to connect to the printers in the lab and the copy machine in the main office. For the copy machine for example enter `\\aspen.win.ad.jhu.edu\econ-canon`, for the lab HP printers - `\\aspen.win.ad.jhu.edu\econlab-hp601-FrontRoom` or `\\aspen.win.ad.jhu.edu\Econlab-hp601-BackRoom`, `\\aspen.win.ad.jhu.edu\econ-lib-hp4250` for the one in the library and `\\aspen.win.ad.jhu.edu\econ-grhouse-hp4200` for the one in the Green House.
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.)

You can also try to enter the path to the printer share in the “Search Programs and Files “field”. You will be prompted for a user name and password once the printer is found.