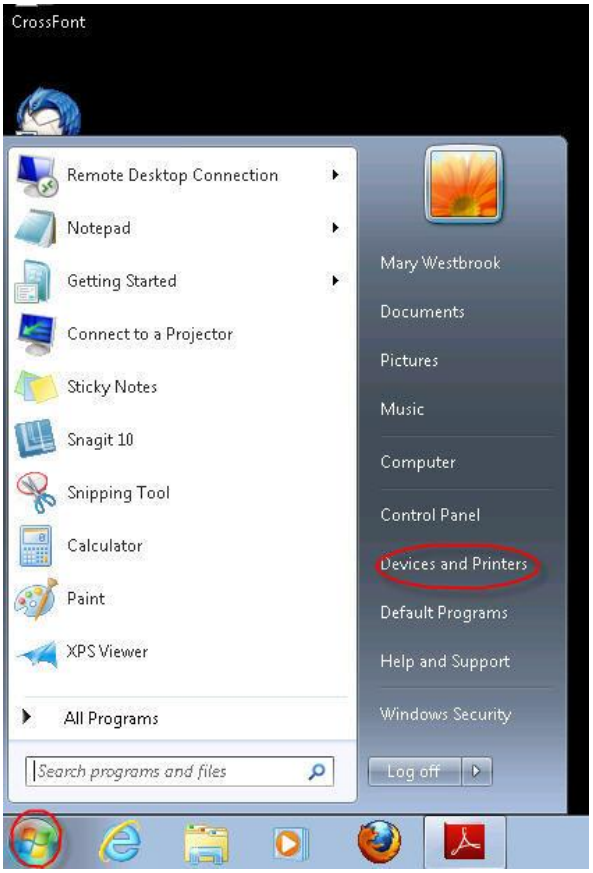
Printing from the APS Wireless Network

Windows 7

10/24/12 mlw

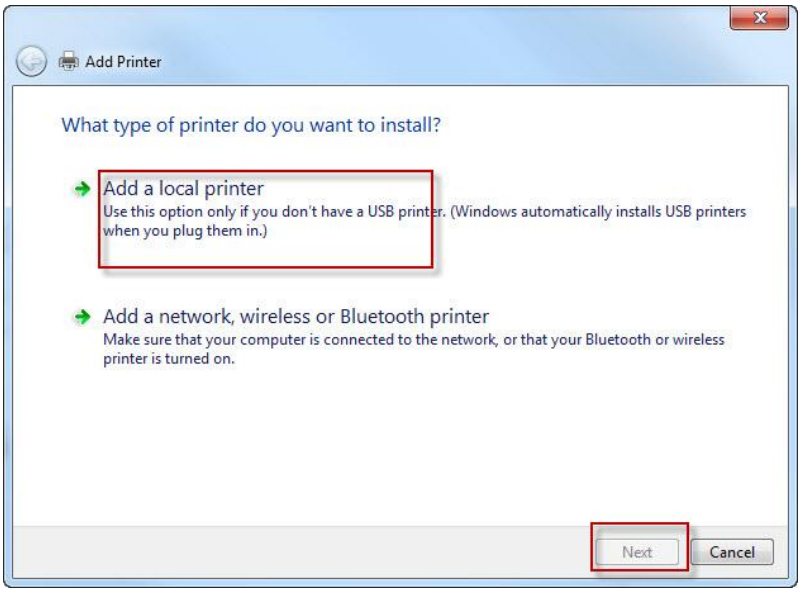
NOTE: With Windows 7, you may need to disable the Windows firewall in order to configure the printer and print.

To configure a printer, select: Start->Devices and Printers

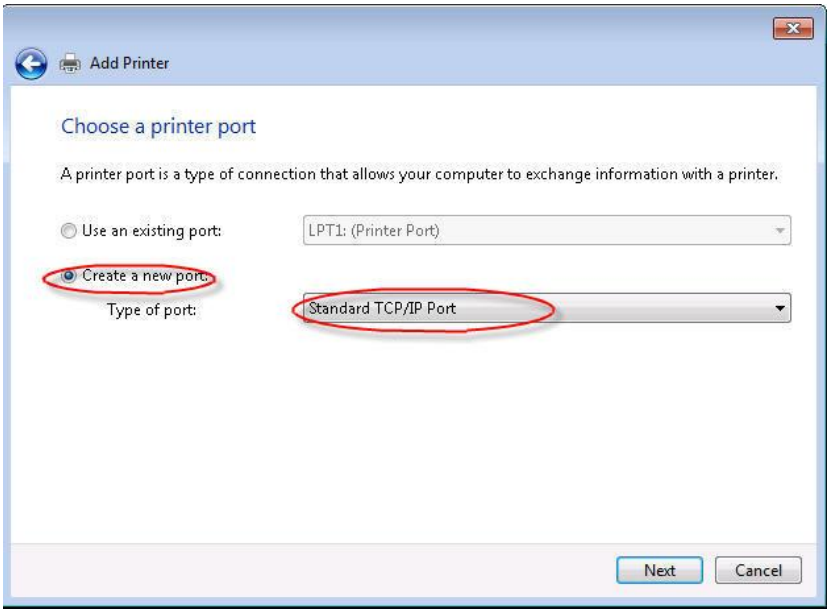


In the Add a device/printer pop-up window, select: Add a Printer

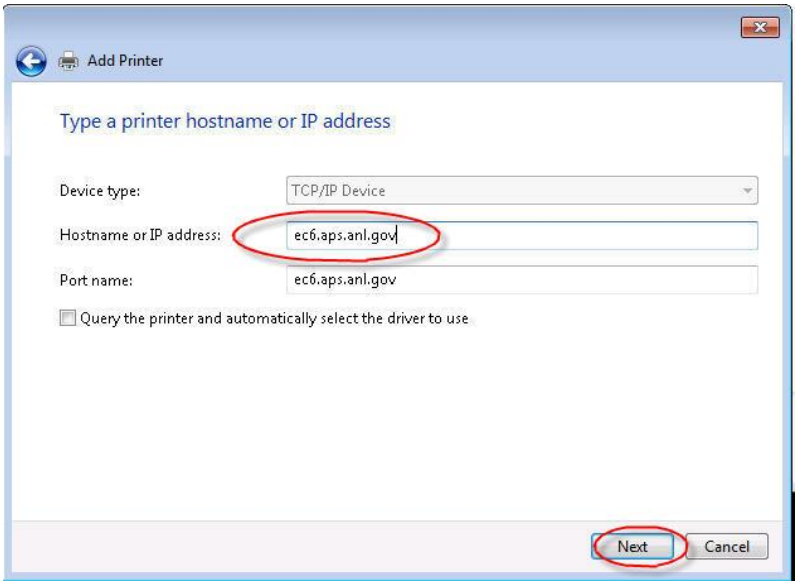
In the next screen, select: Add a local printer (requires administrator rights) and click on Next.



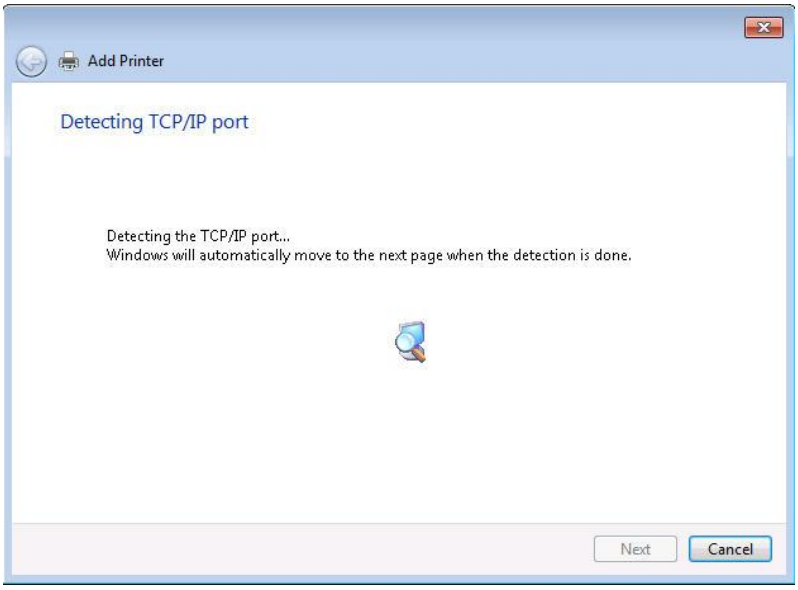
In the next Add Printer screen, select: Create a new port, choose: Standard TCP/IP Port from the pull-down menu and click on Next.



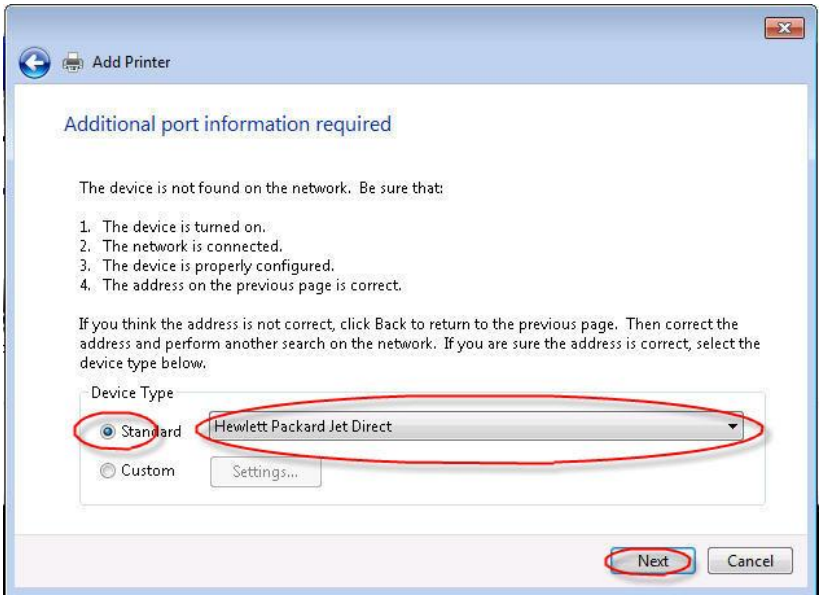
Each printer at the APS is labeled as \\print-server-name\printer-name. In the next Add Printer screen, enter the printer-name, as the fully-qualified DNS name, printer-name.aps.anl.gov (if in the APS domain) or printer-name.xray.aps.anl.gov (if in the XRAY domain). The port name will automatically be populated. Click on Next.



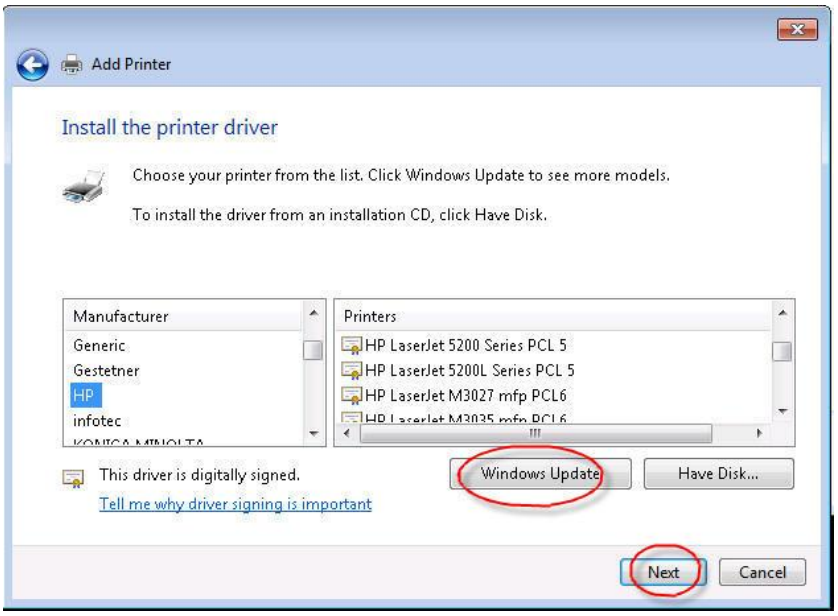
Monitor add printer progress.



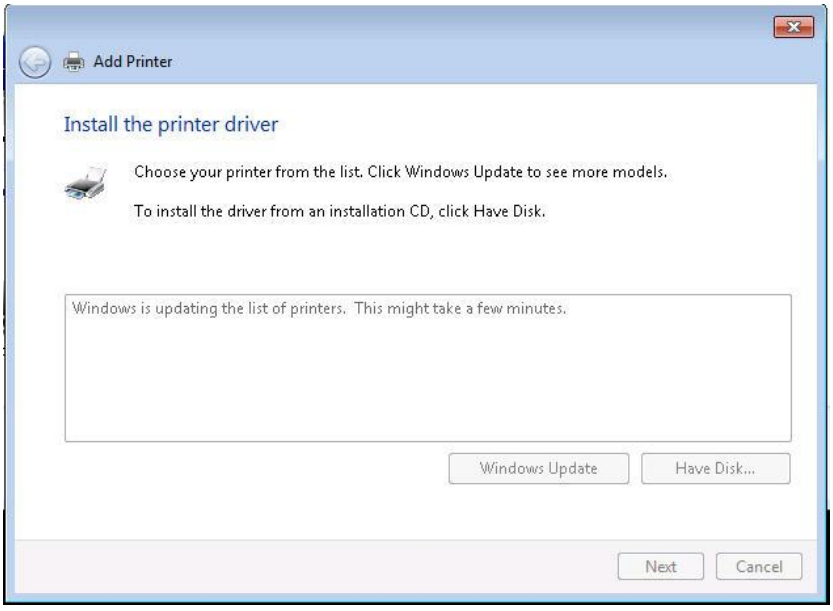
In next Add Printer screen, select Standard and from the pull-down menu, select Hewlett Packard Jet Direct and click on Next. Most printers at the APS are HP printers.



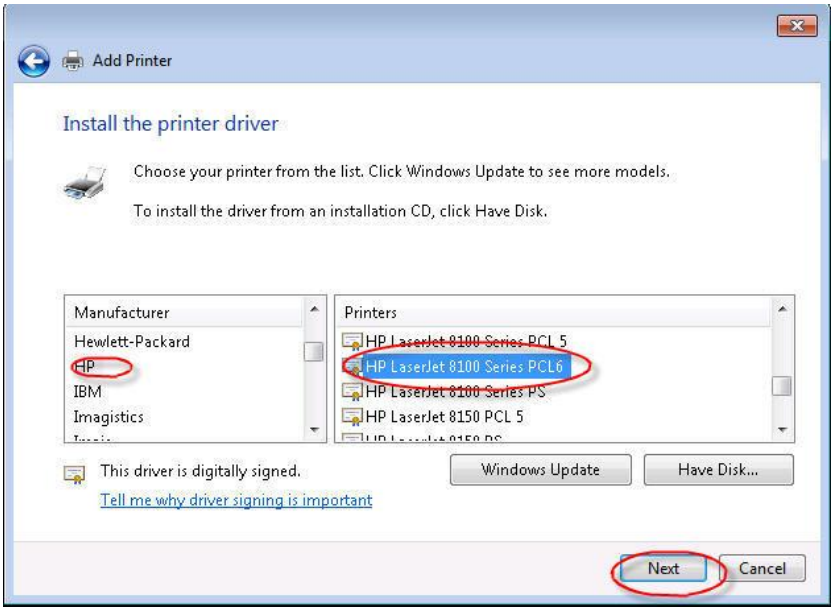
On the install printer driver screen, select “Windows Update” and click on Next.



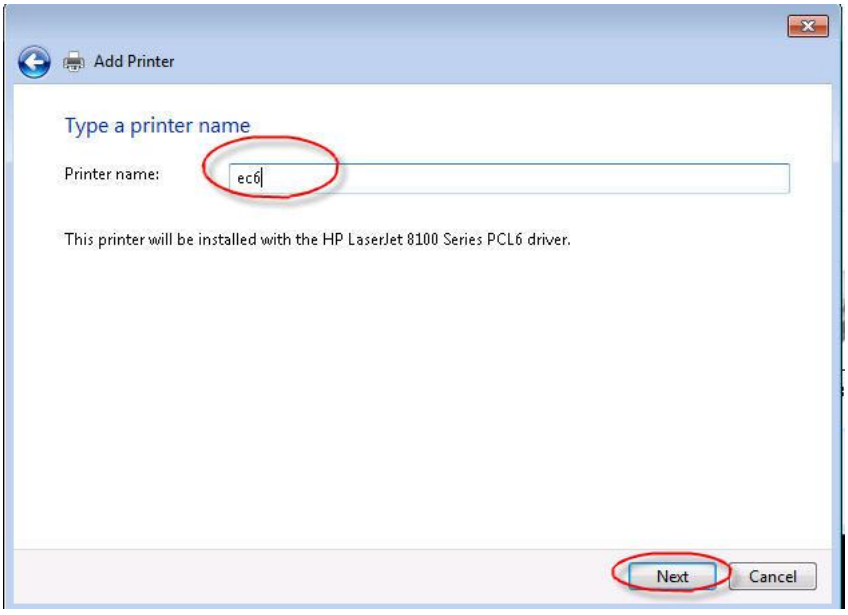
Monitor progress.



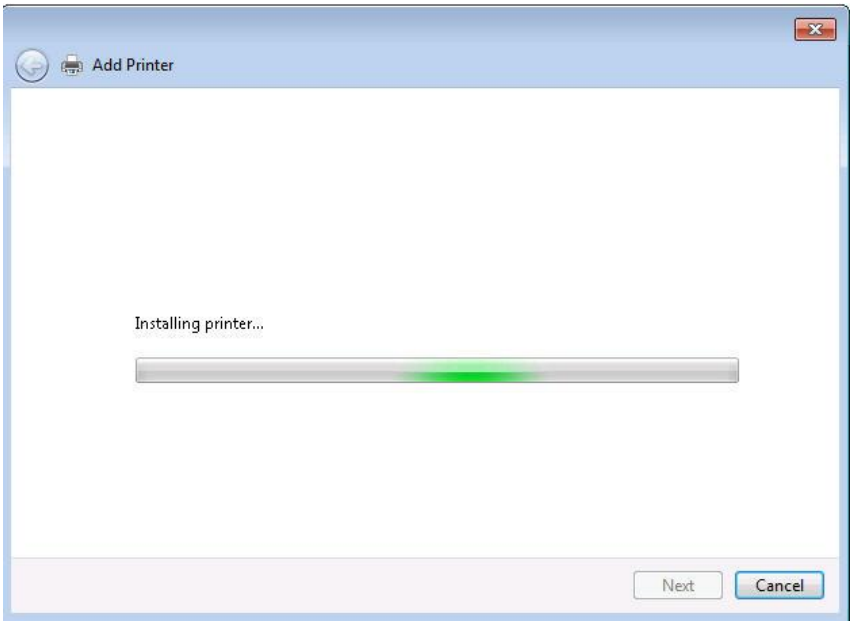
Choose the appropriate HP printer driver and click on Next.



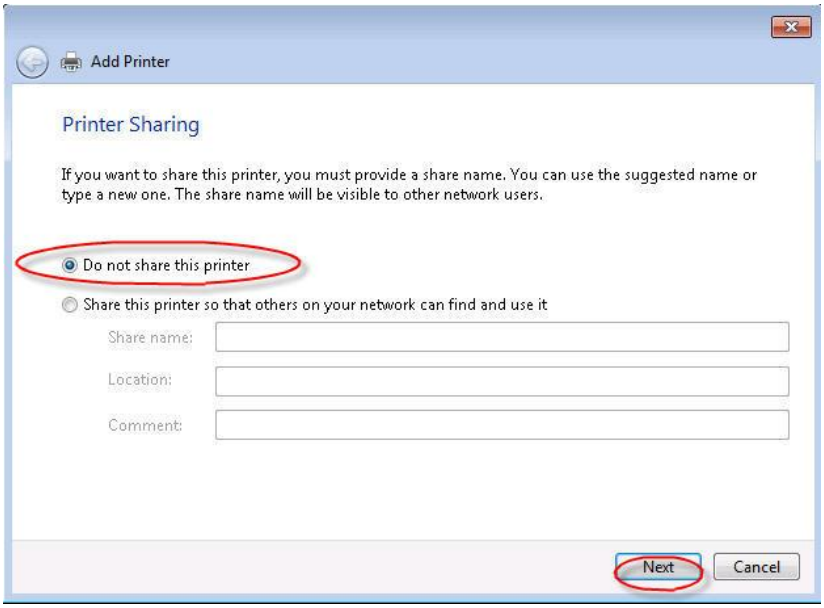
In the next Add Printer screen, enter your preferred printer name and click on Next.



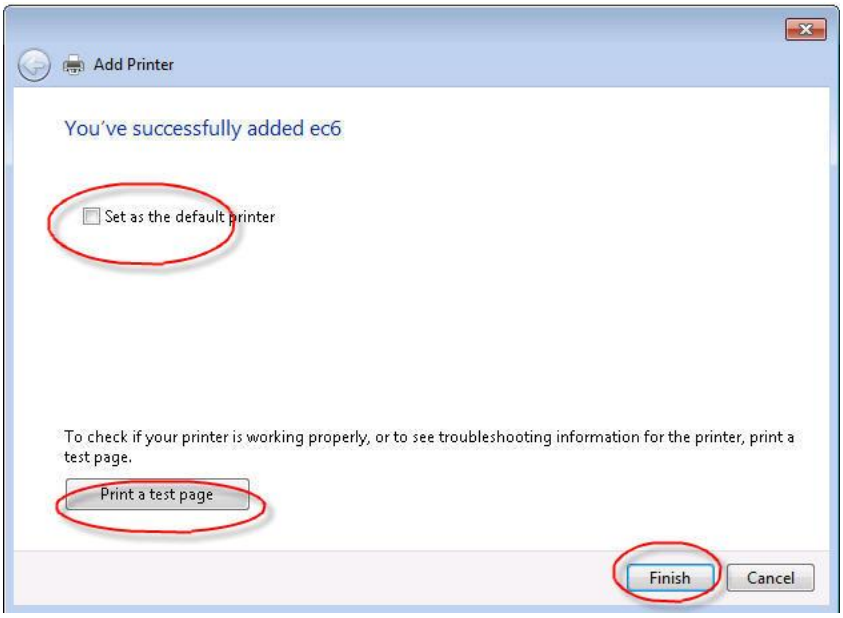
Monitor progress.



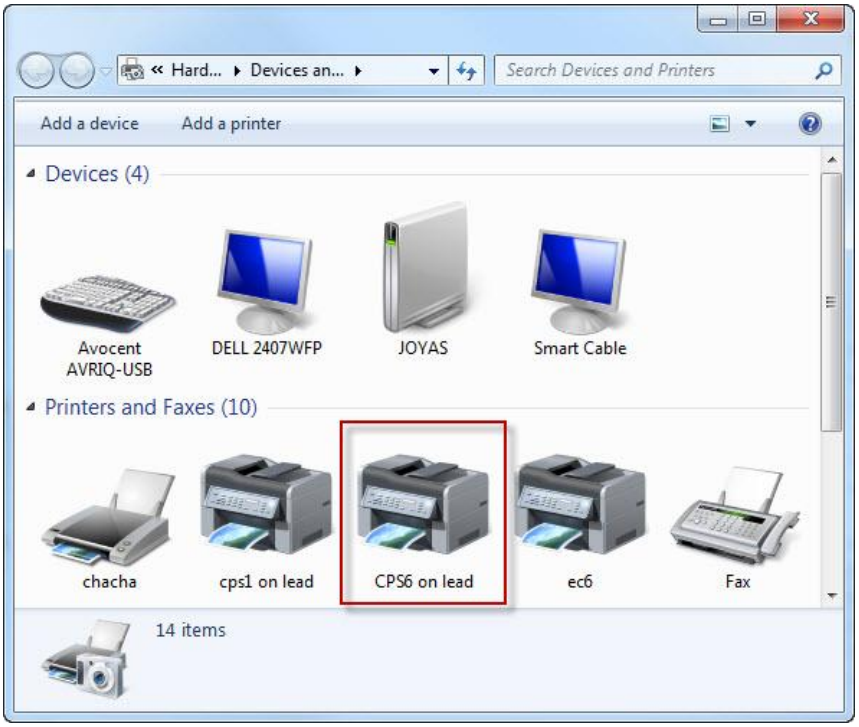
Select “Do not share this printer” on the Printer Sharing screen and select Next.



Choose to set this printer as your default printer or not, or print a test page or not, and click on Finish.



Notice the printer now appears in your list of available printers.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