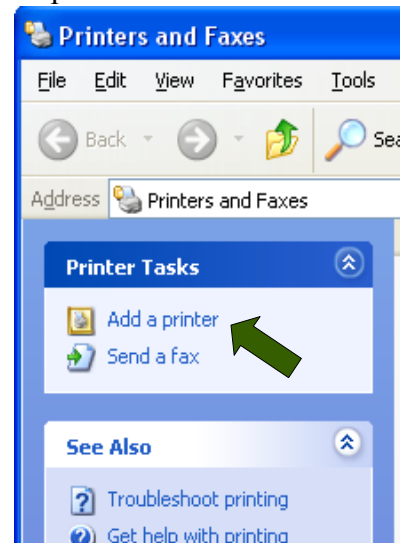


## Adding a Network Printer on Campus

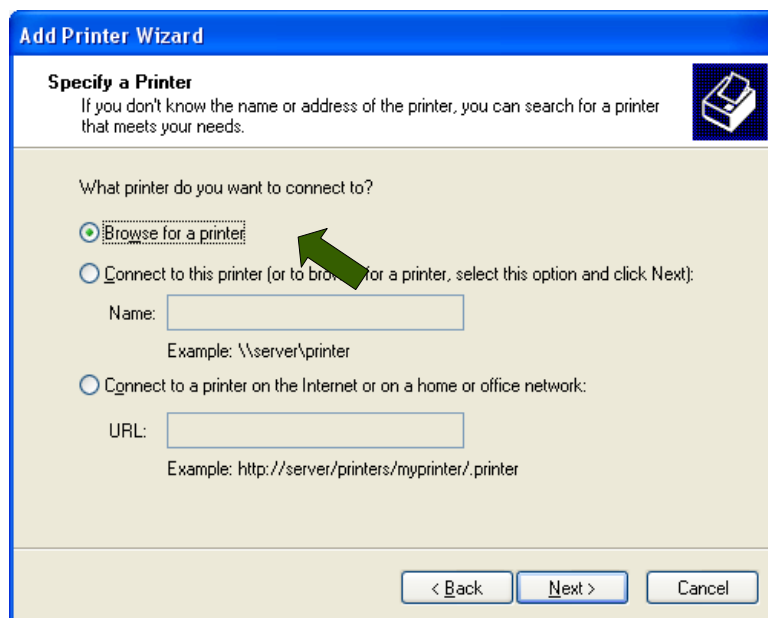
Users can add any network printer that they have access to. For example any Ridge High staff member can add a Ridge High media center printer to their desktop or tablet. To add a network printer click on the “Start Menu” and select “Printers & Faxes”.

This will bring you to the “Printers & Faxes” control panel for your computer. Select “Add a Printer” from the “Printer Tasks” menu shown here.

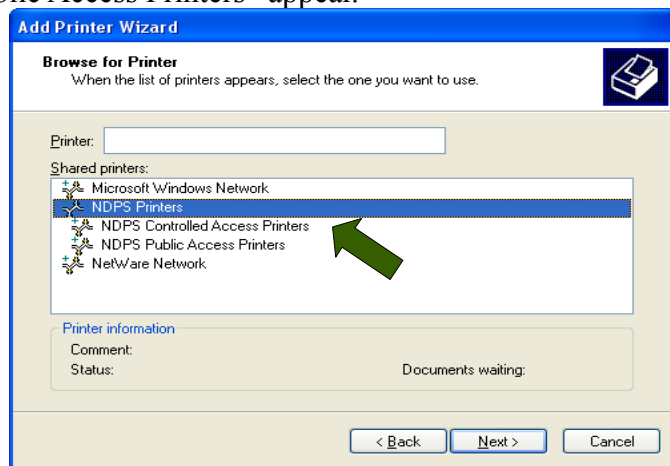
This will start the add printer wizard.



Click on the “Next” button to begin the installation process. On the next screen, select the “A network printer..” option and click “Next”. On the next screen, make sure “Browse for a printer” is selected. Then click “Next” to proceed.



On the next screen, double click “NDPS printers” so that two options, “NDPS Controlled Access Printers” and “NDPS Public Access Printers” appear.



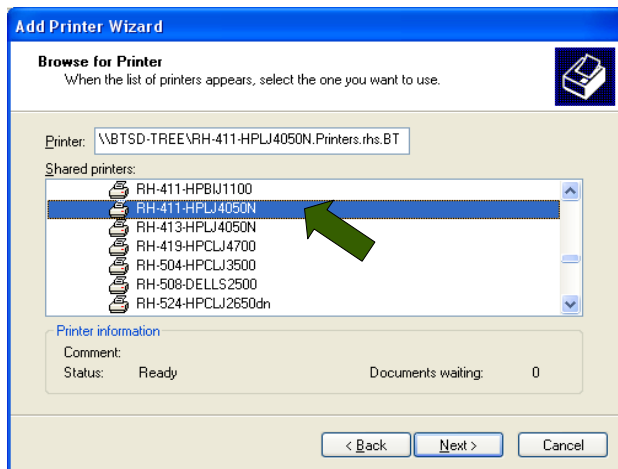
Double click “NDPS Controlled Access Printers”. That will open an option labeled “BTSD-TREE”. From here we will be browsing for the printer you need. Printers are named according to the following convention:

BUILDINGCODE-ROOM-MODEL

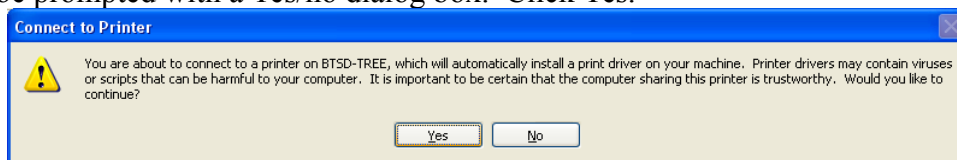
So RH-LMC-5000n means the HP Laserjet 5000n in the Ridge Media Center. WA-227-Dell5200n would mean the Dell 5200n printer in Room 227 at William Annin. In this document we will install the HP Laserjet 4050n printer in Ridge Room 411.

We will double click the “BTSD-TREE”,  
then double click the “BTSD”  
then double click the “rhs” (since this printer is in Ridge)  
then double click the “Printers”

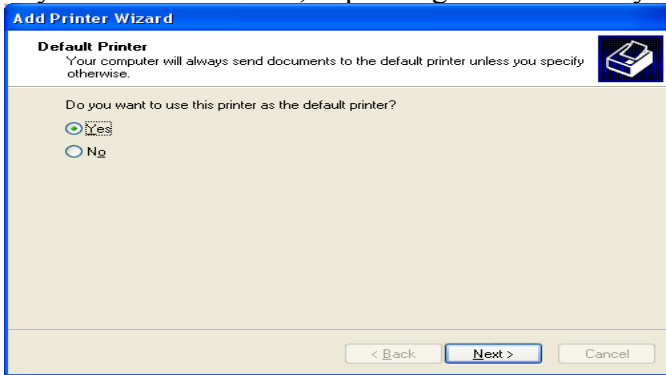
Now look for the desired printer in the list. In this example, find RH-411-HPLJ4050n, select it, and click “Next”.



You will then be prompted with a Yes/no dialog box. Click Yes.



When it's finished installing, you will be asked if you would like this to be the default printer. You or may not want to do this, depending on how often you will be printing to this specific printer.



Finally, click "Finish" and you will now see the network printer in the list of available printers in the Printer Control Panel.

