

## ~ ~ *Find Your Printer* ~ ~

This year we are implementing a new method for installing printers to your computers. This system has been in place at the High School for a couple of years and using it at the elementary level will help standardize some important aspects of computer use at Wayne Central.

Additional advantages are that because the printers are initially installed to a network server and then shared out to the computers, the printers will remain available for re-connection to your computer after re-imaging the computer which typically is accomplished at least annually.

***To find and connect the printer in your room to the computer(s) in your room left-click on the following:***

“Start” button

“Printers and Faxes”

“Add Printer”

“Next”

“A network printer, or a printer attached to another computer”

“Next”


“Find a printer in the directory”

“Next”

The printers in your building which we have already installed onto the print server have been named by your building and your room, i.e. oe101 op10e oelibrary oplibrary op11elab oexerox etc. . . . Therefore, the easiest way to do a search for your printer is to simply type the two letter abbreviation for your building into the search box labeled “Name” in the “Find Printer” window, i.e. op or oe

A window will open showing you a list of all the available printers whose names begin with the letters “op” or “oe.” Simply double-click (or right-click and then left-click on “Connect”) to connect the printer to your computer.

Lastly you will be asked if you want this printer to be your “Default Printer” (the printer which your system attempts to use first when printing). Answer this question with **“Yes.”**

All done~~ 

Note: This procedure has to be done on (1.) each computer and (2.) for each user’s profile (logon)



(see the screenshots below to illustrate the above directions)

The screenshot shows a Windows XP desktop environment. The Start menu is open, displaying a list of installed applications and folders. A red arrow points from the 'Printers and Faxes' option in the Control Panel section of the Start menu to the 'Find Your Printer' document. The document is open in Microsoft Word and contains the following text:

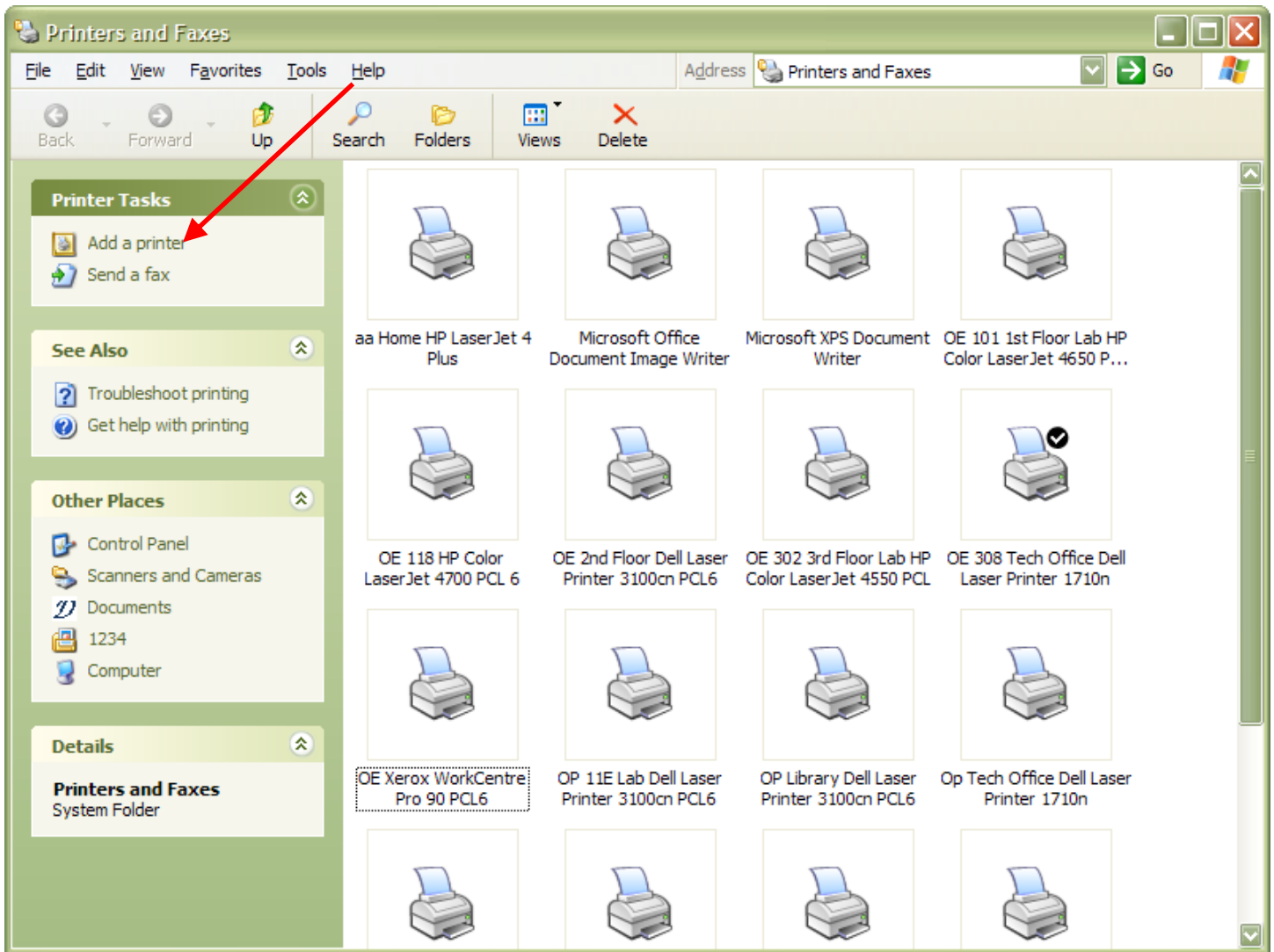
Find Your Printer

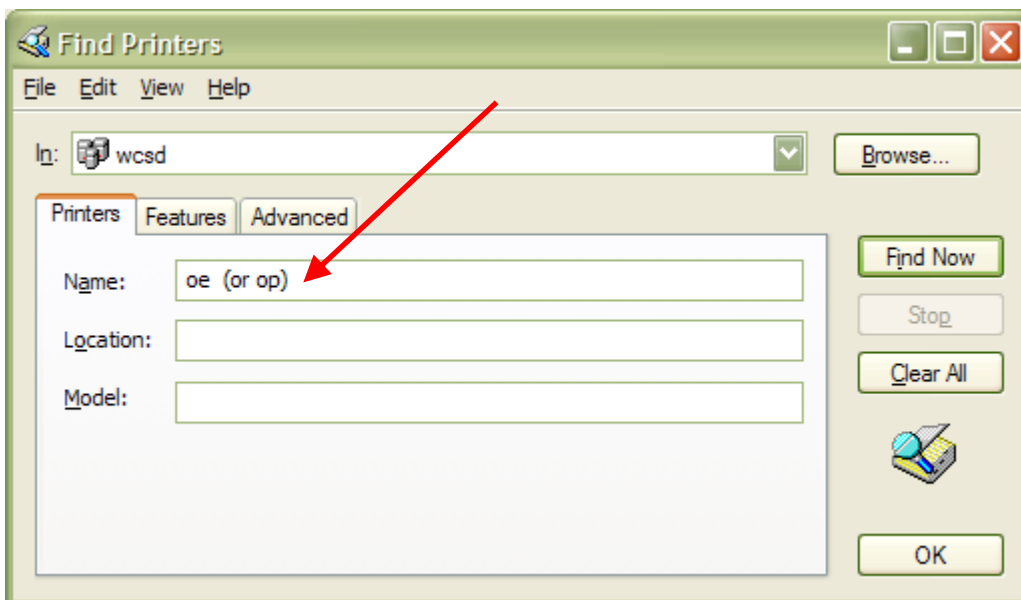
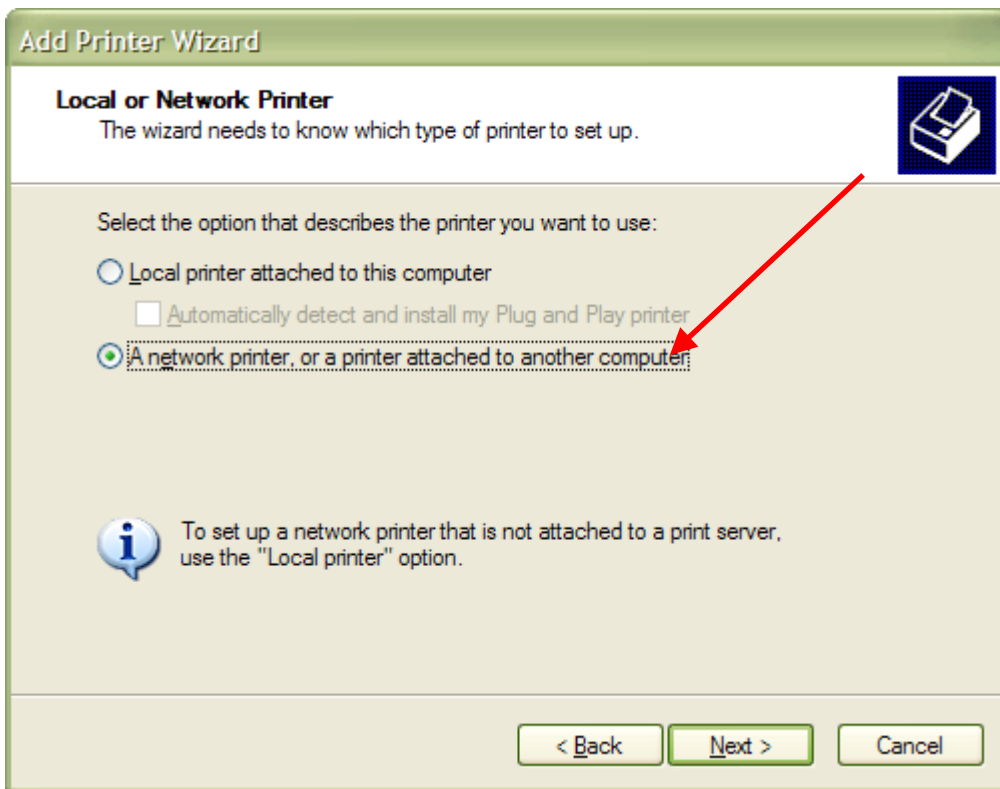
a new method for installing printers to your computers. This system has been in place at  
years and using it at the elementary level will help standardize some important aspects  
tral.

Help and Support Shows installed printers and fax printers and helps you add new ones. y installed to a network server and then shared out to the  
main available for re-connection to your computer after re-imaging the computer which  
st annually.

in your room to each computer in your room do the following:

The desktop taskbar shows the system clock as 7 Sep Mon 12:53. The Word status bar at the bottom indicates 'Page: 1 of 1' and 'Words: 112'.





start Adobe Reader \\waynefolders\p... FindYourPrinter.d... Printers and Faxes 8 Sep Tue 8:16

Find Printers

File Edit View Help

In: Entire Directory

Printers Features Advanced

Name: o

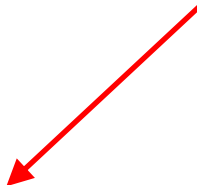
Location:

Model:

Find Now Stop Clear All OK


Name	Location	Model	Server Name	Comment
OPXerox	OP 10E Xerox Copier	Xerox WorkCentre Pro 90 PCL6	ELEMPServer.wcsd.ws	OP 10E Xerox Copier
OE109	oe 109 hp 960	hp deskjet 960c	ELEMPServer.wcsd.ws	oe 109 hp 960
OE110	oe 110 hp 895	HP DeskJet 950C/952C/959C	ELEMPServer.wcsd.ws	oe 110 hp 895
OE107	oe 107 hp 895	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	oe 107 hp 895
OEFloor2Color	OE 2nd Floor Dell 3100cn Color Laser	Dell Laser Printer 3100cn PCL6	ELEMPServer.wcsd.ws	OE 2nd Floor Dell 3100cn Color Laser
OE302HPColor	OE302 3rd Floor Lab HP 4650 Color ...	HP Color LaserJet 4650 PCL 6	ELEMPServer.wcsd.ws	OE302 3rd Floor Lab HP 4650 Color Laser
OE118HP	OE118HP	HP Color LaserJet 4700 PCL 6	ELEMPServer.wcsd.ws	OE118HPColor
OE125Dell	OE125	Dell Laser Printer 1700n	ELEMPServer.wcsd.ws	OE125Dell
OE112Dell	OE112	Dell Laser Printer 1710n	ELEMPServer.wcsd.ws	OE112Dell
OE105 Xerox	OE 105 Copier Room	Xerox WorkCentre Pro 90 PCL6	ELEMPServer.wcsd.ws	OE 105 Copier Room
op12a	op 12a Dell Laser Printer 1710n	Dell Laser Printer 1710n	ELEMPServer.wcsd.ws	op 12a Dell Laser Printer 1710n
op10a	op 10a Dell Laser Printer 1710n	Dell Laser Printer 1710n	ELEMPServer.wcsd.ws	op 10a Dell Laser Printer 1710n
op08a	op 08a HP DeskJet 895Cxi	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	op 08a HP DeskJet 895Cxi
op04a	op 04a HP DeskJet 895Cxi	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	op 04a HP DeskJet 895Cxi
op03a	op 03a hp deskjet 6122 series	hp deskjet 6122 series	ELEMPServer.wcsd.ws	op 03a hp deskjet 6122 series
OELibrary	oe 305 Library HP LaserJet 6P	HP LaserJet 6P	ELEMPServer.wcsd.ws	oe 305 Library HP LaserJet 6P
OP02B	OP 02B Dell Laser Printer 1710n	Dell Laser Printer 1710n	ELEMPServer.wcsd.ws	OP 02B Dell Laser Printer 1710n
OPTracRoom	OP Trac Room Dell Laser Printer 310...	Dell Laser Printer 3100cn PCL6	ELEMPServer.wcsd.ws	OP Trac Room Dell Laser Printer 3100cn PCL6
OP11ELab	OP 11E Dell Laser Printer 3100cn PCL6	Dell Laser Printer 3100cn PCL6	ELEMPServer.wcsd.ws	OP 11E Dell Laser Printer 3100cn PCL6
OPLibrary	OP Library Color laser	Dell Laser Printer 3100cn PCL6	ELEMPServer.wcsd.ws	OP Library Color laser
op10e	op 10e hp deskjet 6122 series	hp deskjet 6122 series	ELEMPServer.wcsd.ws	op 10e hp deskjet 6122 series
op04e	op 04e hp deskjet 6122 series	hp deskjet 6122 series	ELEMPServer.wcsd.ws	op 04e hp deskjet 6122 series
op03e	op 03e hp deskjet 6122 series	hp deskjet 6122 series	ELEMPServer.wcsd.ws	op 03e hp deskjet 6122 series
op01e	op 01e HP DeskJet 895Cxi	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	op 01e HP DeskJet 895Cxi
op06c	op 06c HP DeskJet 895Cxi	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	op 06c HP DeskJet 895Cxi
op04c	op 04c HP DeskJet 895Cxi	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	op 04c HP DeskJet 895Cxi
op03c	op 03c Dell Laser Printer 1710n	Dell Laser Printer 1710n	ELEMPServer.wcsd.ws	op 03c Dell Laser Printer 1710n
op10b	op 10b HP DeskJet 895Cxi	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	op 10b HP DeskJet 895Cxi
op08b	op 08b HP DeskJet 895Cxi	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	op 08b HP DeskJet 895Cxi
op04b	op 04b HP DeskJet 895Cxi	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	op 04b HP DeskJet 895Cxi
op06a	op 06a HP DeskJet 895Cxi	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	op 06a HP DeskJet 895Cxi
op02e	op 02e HP DeskJet 895Cxi	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	op 02e HP DeskJet 895Cxi
op05e	op 05e HP LaserJet 6P	HP LaserJet 6P	ELEMPServer.wcsd.ws	op 05e HP LaserJet 6P
op01b	op 01b HP DeskJet 895Cxi	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	op 01b HP DeskJet 895Cxi
opspeech	op speech HP DeskJet 895Cxi	HP DeskJet 895Cxi	ELEMPServer.wcsd.ws	op speech HP DeskJet 895Cxi

35 item(s) found



**Add Printer Wizard**

**Default Printer**  
Your computer will always send documents to the default printer unless you specify otherwise.



Do you want to use this printer as the default printer?

Yes

No

< Back   **Next >**   Cancel