Laptop Printing – Windows 7 or Vista

Installing MSSM Levy Library Public Printers on Windows 7 or Vista Workstations

1. Open the **Printers** folder via the **Start** menu or from within the **Control Panel**.

2. Click on the **Add a printer** button.

3. When the **Add Printer** dialog box comes up, click on **Add a network, wireless or Bluetooth printer**.

4. To install the Levy Library printers, click on the **The printer that I want isn’t listed**” button.

5. Once the **Find a printer by name or TCP/IP address** dialog box comes up, select the radio button **select a shared printer by name** and type the Pharos printer IP address. (See next page for all floors!) . Click **Next**.

Once you type: \146.203.9.166\, this will open a choose box, double-click on:
\146.203.9.166\LIB13PAYQ - to install 13th floor printer
\146.203.9.166\LIB12PAYQ - to install 12th floor printer
\146.203.9.166\LIB11PAYQ - to install 11th floor printer
Once you select a printer from the floor you want to print from, the **Printer Name** field will be grayed out and already filled in. Click **Next**.

6. Once you click on next, you will have added the school printer to use. Click **Finish**.