Student Directions to Add the Cafeteria Printer as the Default Printer

The cafeteria printer has been set up and is available to students to print on a limited basis. Here are the guidelines:

- 1. Consider sharing your document or emailing it rather than printing.
- 2. You must be present in the cafeteria to print. Hours for printing are in the morning before school and lunch.
- 3. If you print and you have problems, such as printer jam or need more paper, seek assistance from an adult.

Here are the steps to connect to the printer.

Click on Start and Devices and Printers.	Click on Add Printer.
Select Add a Local Printer	Click Create New Port. Select Standard TCP/IP
Co and printer	Port
What type of printer do you want to instal?	C Add Printer
Add a local printer Use this option only if you don't have a USB printer. (Windows automatically instals USB printers	Choose a printer port
when you plug them n.)	A printer port is a type of connection that allows your computer to exchange information with a printer.
➔ Add a network, wireless or Biuetooth printer	C Use an existing point LPT1: (Printer Port)
Make sure that your computer is connected to the network, or that your Bluetooth or wreless printer is turned on.	Create a new port: Type of port: Standard TCP/IP Port
Most Cancel	Next Cancel
Hostname or IP Address, input	On the left, scroll down to select Sharp. On
VICEHQCAFSM503U. Ensure Query the printer is	the Right, scroll down to select Sharp MX-
selected. Click Next.	M450U-PCL-6
🚱 🎰 Add Printer	S Add Printer
Type a printer hostname or IP address	Install the printer driver
	Choose your printer from the list. To install the driver from an installation CD, click
Hostname or IP address: VICEHQCAF\$M503U	
Port name: VICEHQCAFSM503U	
$\overleftarrow{\boldsymbol{\nabla}}$. Query the printer and automatically select the driver to use	Manufacturer Printers Samsung Sharp MX-M450F SPDL 2
	Savin Sharp MX-M450N
	Sony Sharp MX-MS50 SPDL 2 Sony Sharp MX-MS50 SPDL 2
	This driver is digitally signed. Tell me why driver signing is important
Next Cance	
	Next Cancel

See the printer name? You are going to change	Change the printer name to Cafeteria Printer
it to Cafeteria Printer	and click on Next
< [#] Add Printer X	
S Add Printer	Add Printer
Type a printer name	G 🖶 Add Printer
Printer name: Sharp MX-M450U PCL 6	Type a printer name
This printer will be installed with the Sharp MX-M450U PCL 6 driver.	Printer name: Cafeteria Printer
	This printer will be installed with the Sharp MX-M450U PCL 6 driver.
	1
Next Cancel	
	Next Cancel
Select Do Not Share this printer and click on	Select Set as Default Printer and click on
Next.	Finish. DO NOT Print a TEST Page!
Add Printer	Add Printer
Printer Sharing	You've successfully added Caforeria Printer
If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The mare name will be visible to other network users.	
	Set as the default printer
O not share this printer	
C Share this printer so that others on your network can find and use it	
Comment	To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.
	Print a test page
Next Cancel	Finish Cancel
You should now see the Cafeteria Printer as	
vour default printer	
Control Famely Nervieware and Sound Uberkees and Printers	
Add a device Add a preter 🔹 👻 📦	
DELL E16/09W My Book 1140 S220000 SC00310 v2.0 Semi Card VOIS 6/W0125-12 Windem Duringe	
Printers and Fares (10)	
Adder INF Fax IP Carc Laecht IP Despijet 510 Recount Vriter Soul To Centerle Sharp Mir MiLlow SWaT National Sough 10 CHUSS PCL6 Sin Prefer Document Writer 2010	
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1) terra	