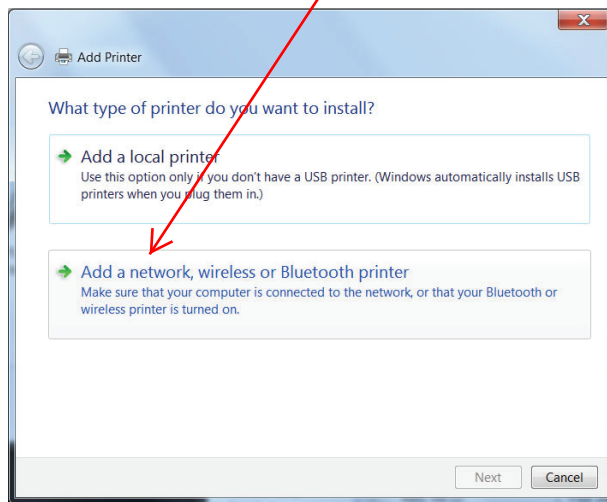


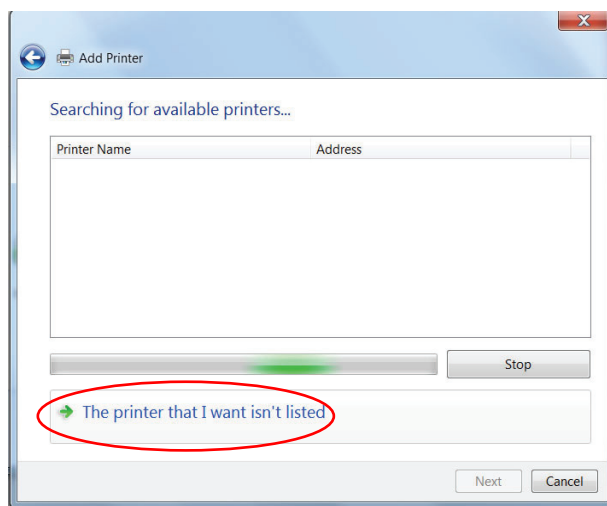
# Printing to Library printers with Windows 7 (& Vista)

## First Floor Laser Printers

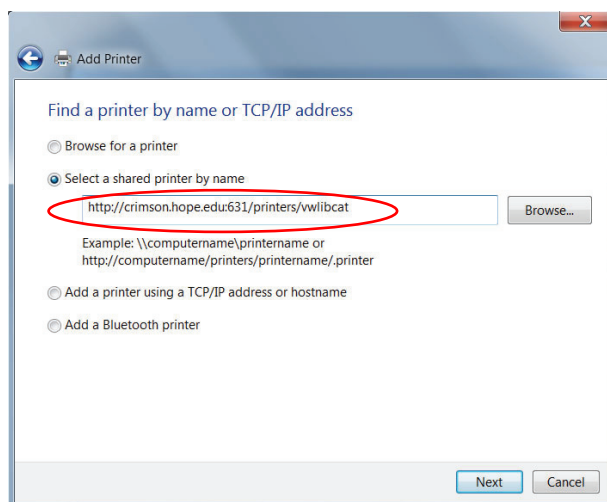
1. Start -> Control Panel -> (Hardware and Sound) -> or Devices and Printers -> Add a printer.
2. Add a network, wireless, or Bluetooth printer.



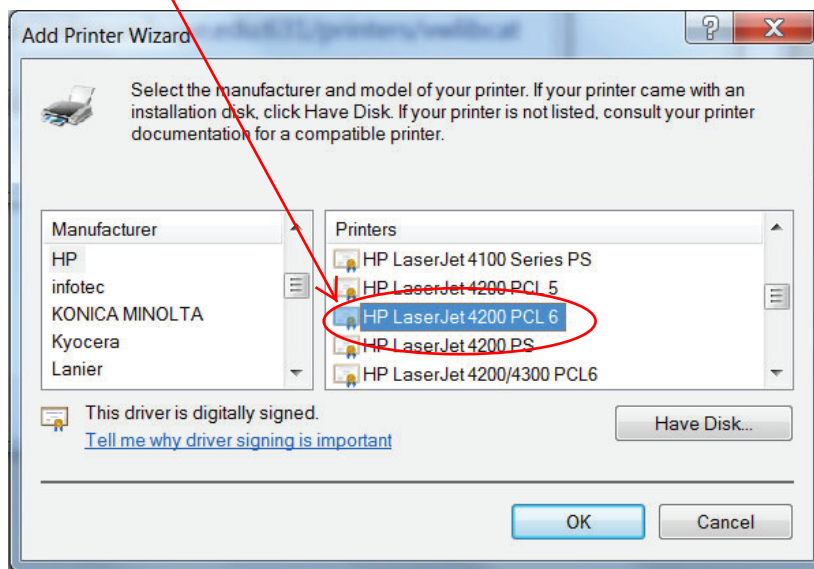
3. The printer that I want isn't listed.



4. Select a shared printer by name: <http://crimson.hope.edu:631/printers/vwlibcat>.

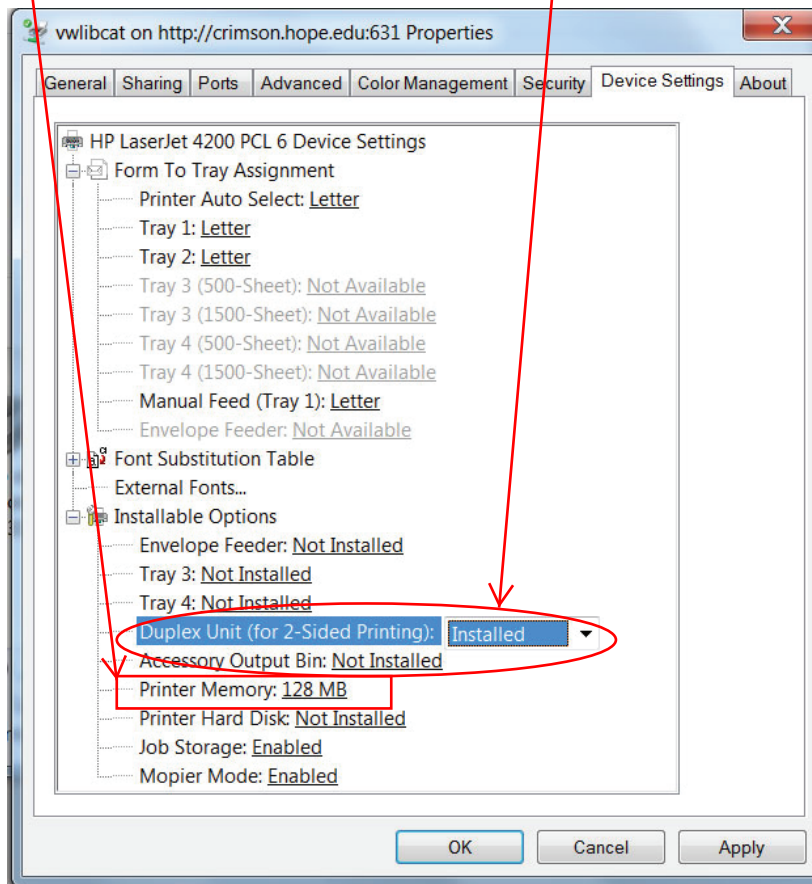


5. Choose HP LaserJet 4200 PCL 6 (you might need to download more printers from Windows Update - this takes a while). Then click 'OK'.



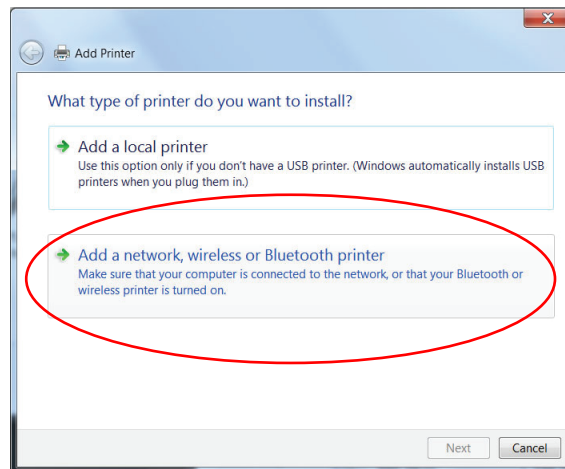
6. Change printer properties by right clicking on the printer/device icon. Then select 'Printer properties' from the drop down menu, and go to the 'Device Settings' tab.

- A. Check that the Duplex Unit: says 'Installed' to enable 2-sided printing
- B. Check that the Printer Memory: is '128 MB'
- C. Then click 'Apply' and/or 'OK'

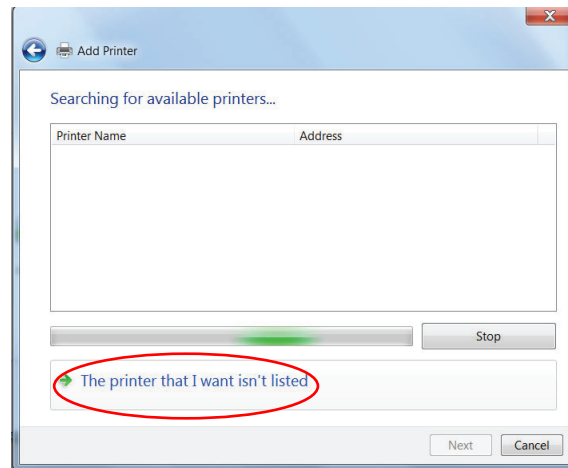


## 2nd Floor MFPs – similar to first floor with changes to steps 4,5 & 6

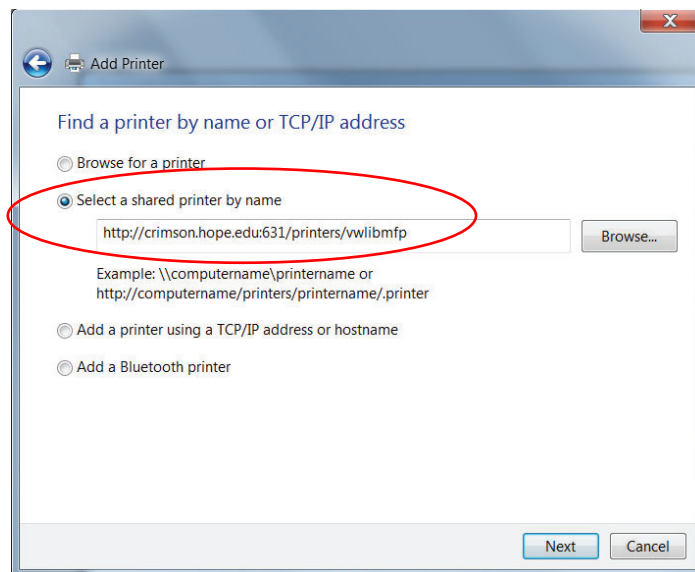
1. Start -> Control Panel -> Hardware and Sound -> Devices and Printers -> Add a printer.
2. Add a network, wireless, or Bluetooth printer.



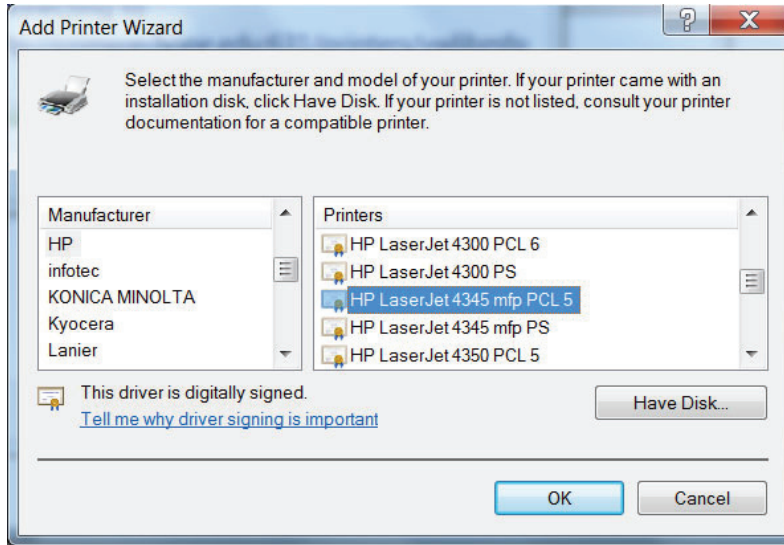
3. The printer that I want isn't listed.



4. Select a shared printer by name: <http://crimson.hope.edu:631/printers/vwlibmfp>.



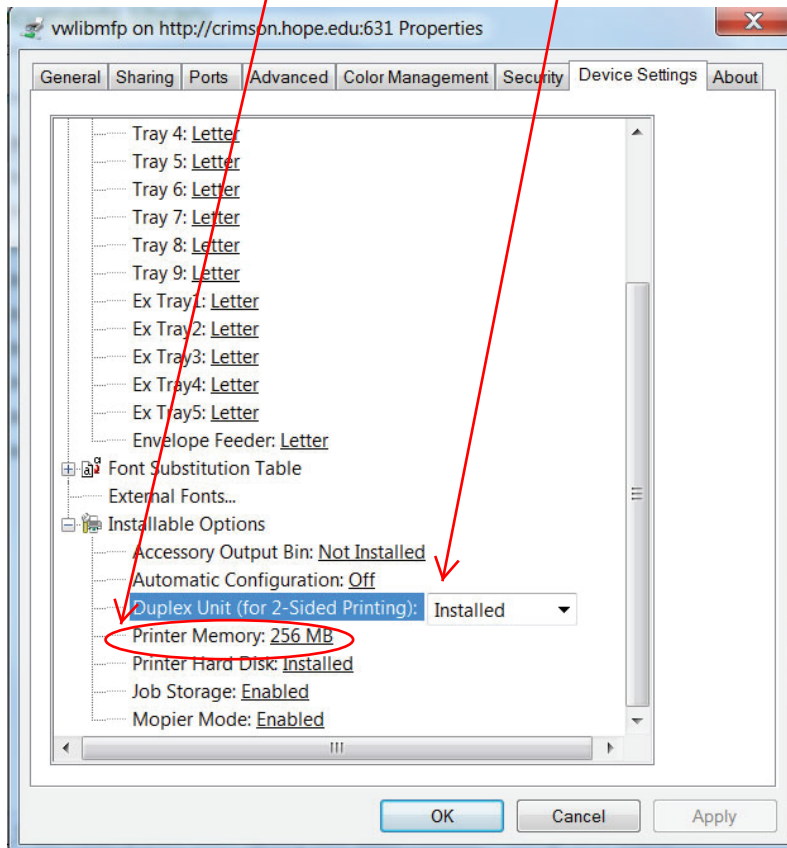
5. Choose HP LaserJet 4345 mfp PCL 5



Then Click 'OK'

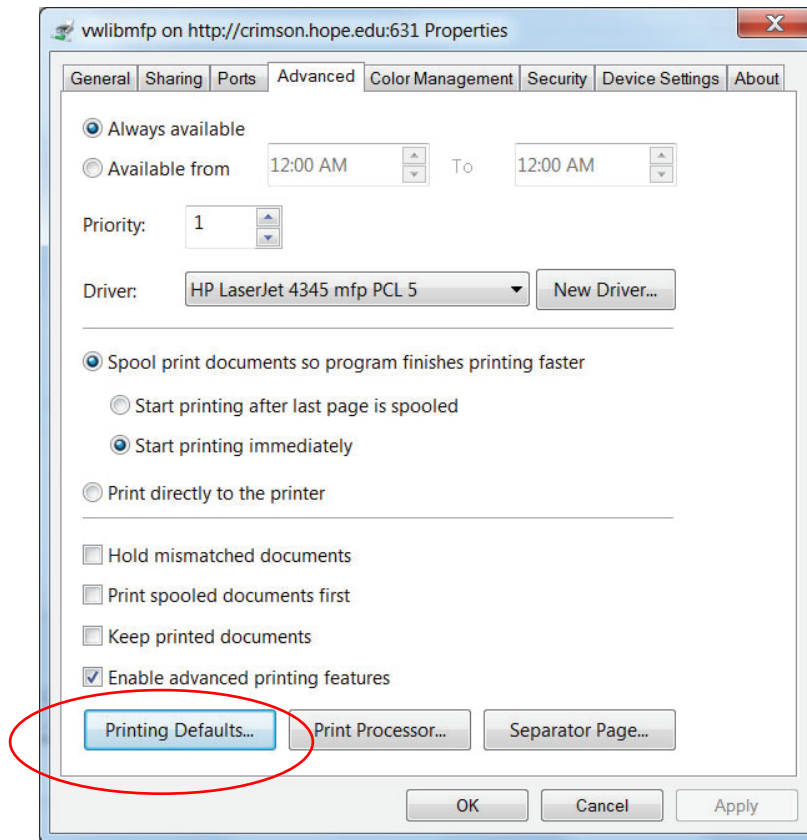
6. To Change properties, right click then select:

- A. Duplex Unit (for 2-Sided Printing): Installed.
- B. Printer Memory: 256 MB



## Addendum – To add “Duplex Printing” as the Default:

1. Right click on printer. Select Printer properties. Choose Advanced tab -> Printing Defaults...



2. Choose Finishing tab -> check Print On Both Sides.

