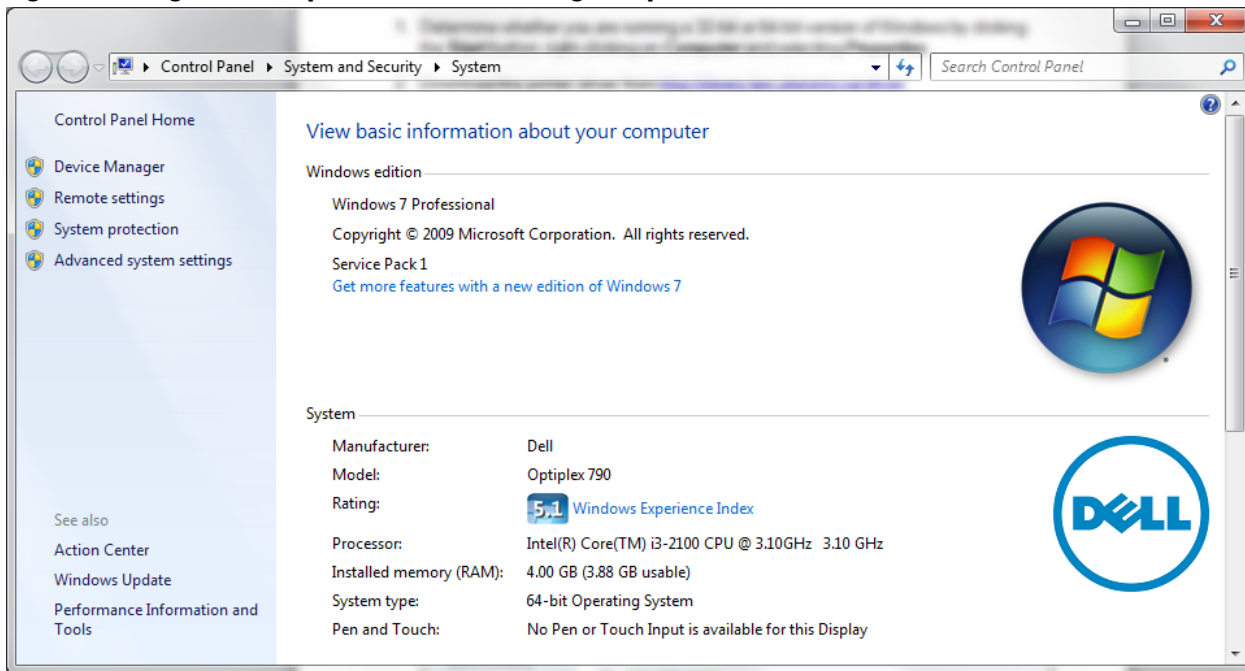
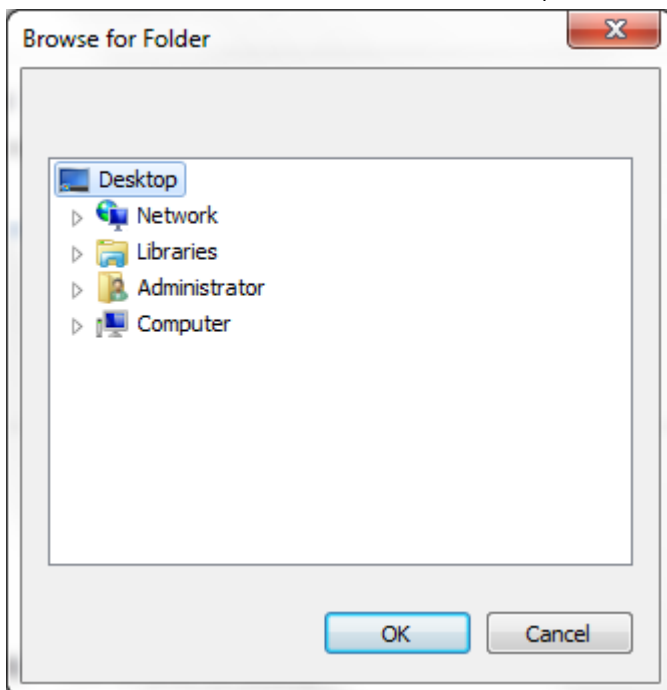


Bora Laskin Law Library – Wireless Printing Instructions – Windows 7

1. Determine whether you are running a 32-bit or 64-bit version of Windows by clicking the **Start** button, right-clicking on **Computer** and selecting **Properties**.

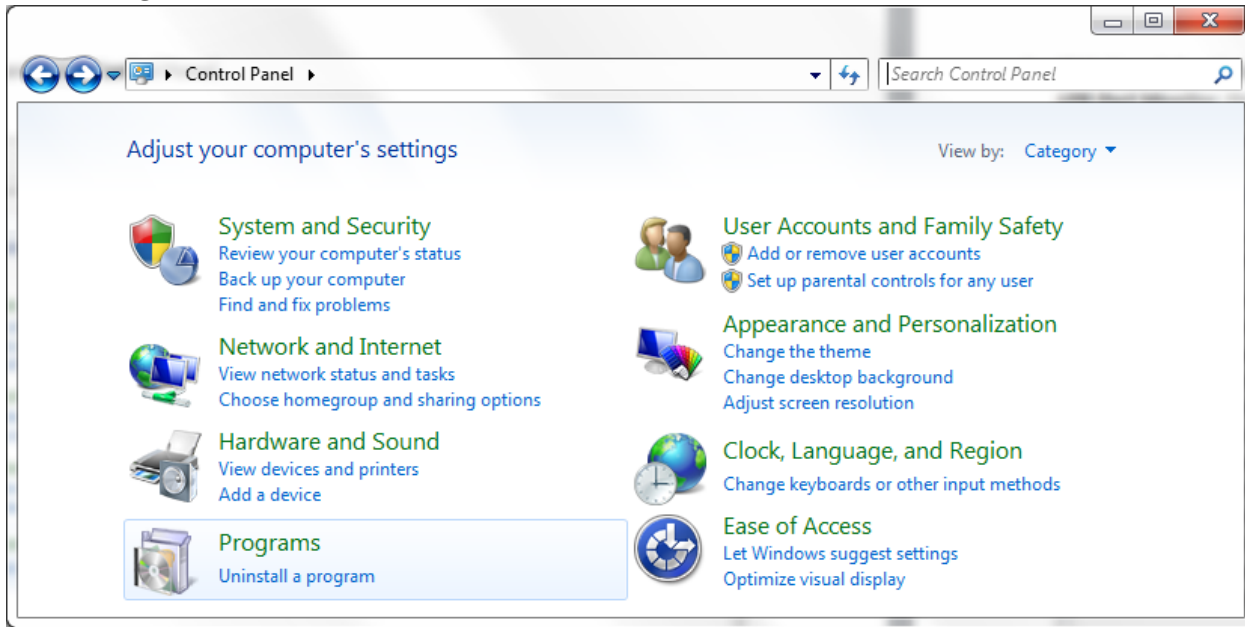


2. Download the appropriate printer driver from <http://library.law.utoronto.ca/wireless-printing> (save the file to your computer).
3. Run the downloaded file to extract the drivers (when you reach the **Select Folder** screen, click the **Browse** button and choose a location, for example, your **Desktop**, then click the **OK** button).

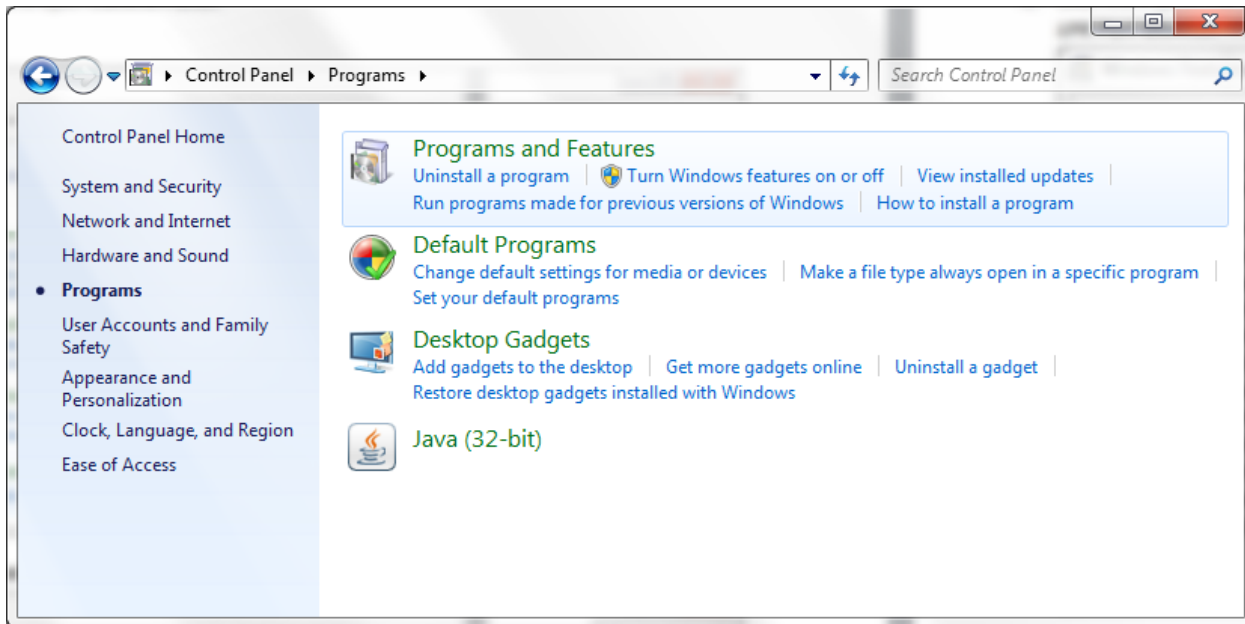


4. Click the **Start** button and open **Control Panel**.

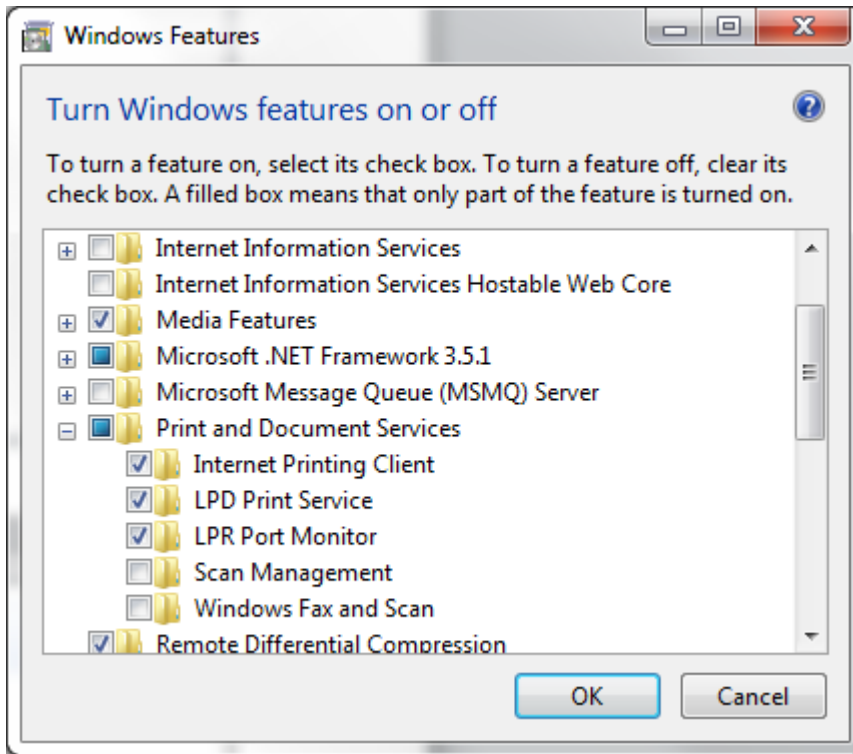
5. Click **Programs**.



6. Click **Turn Windows features on or off**.

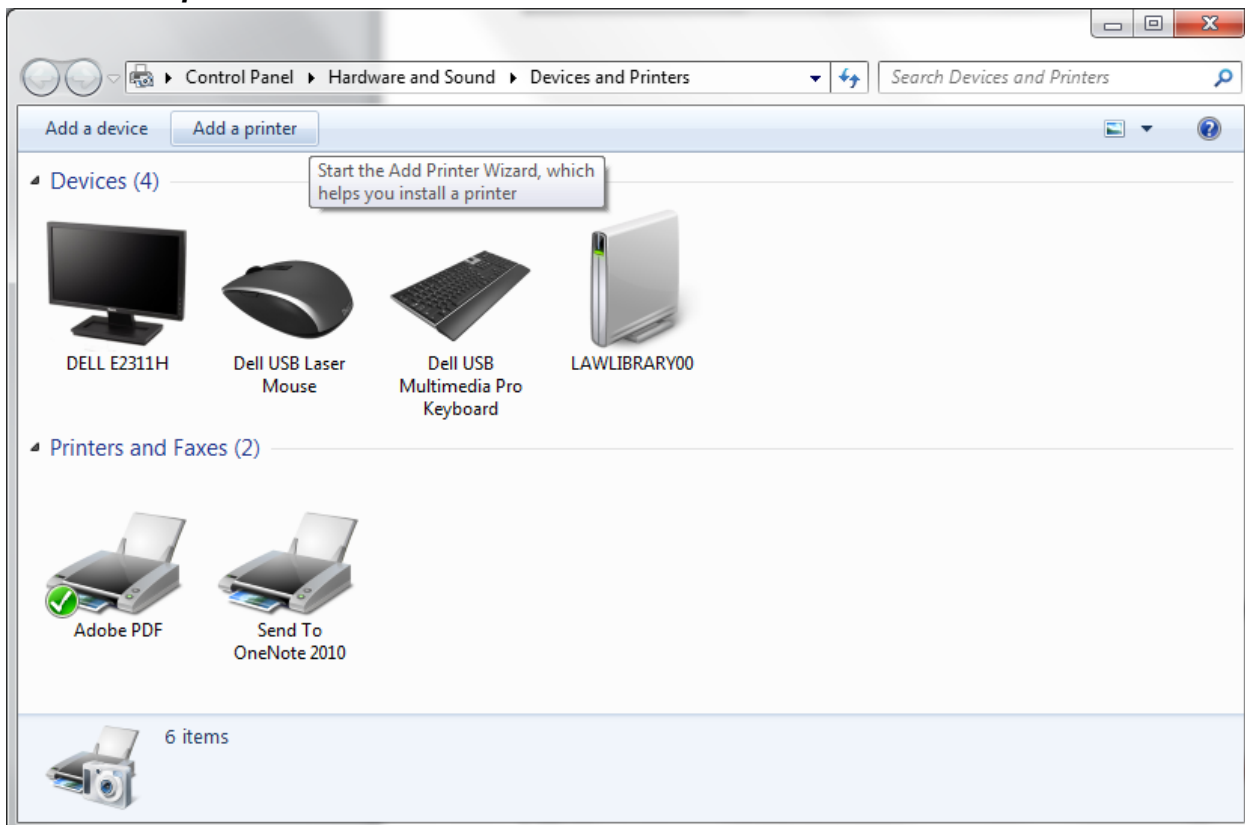


7. Click the **+** (**plus sign**) next to **Print and Document Services**, check the boxes next to **LPD Print Service** and **LPR Port Monitor**, then click the **OK** button.

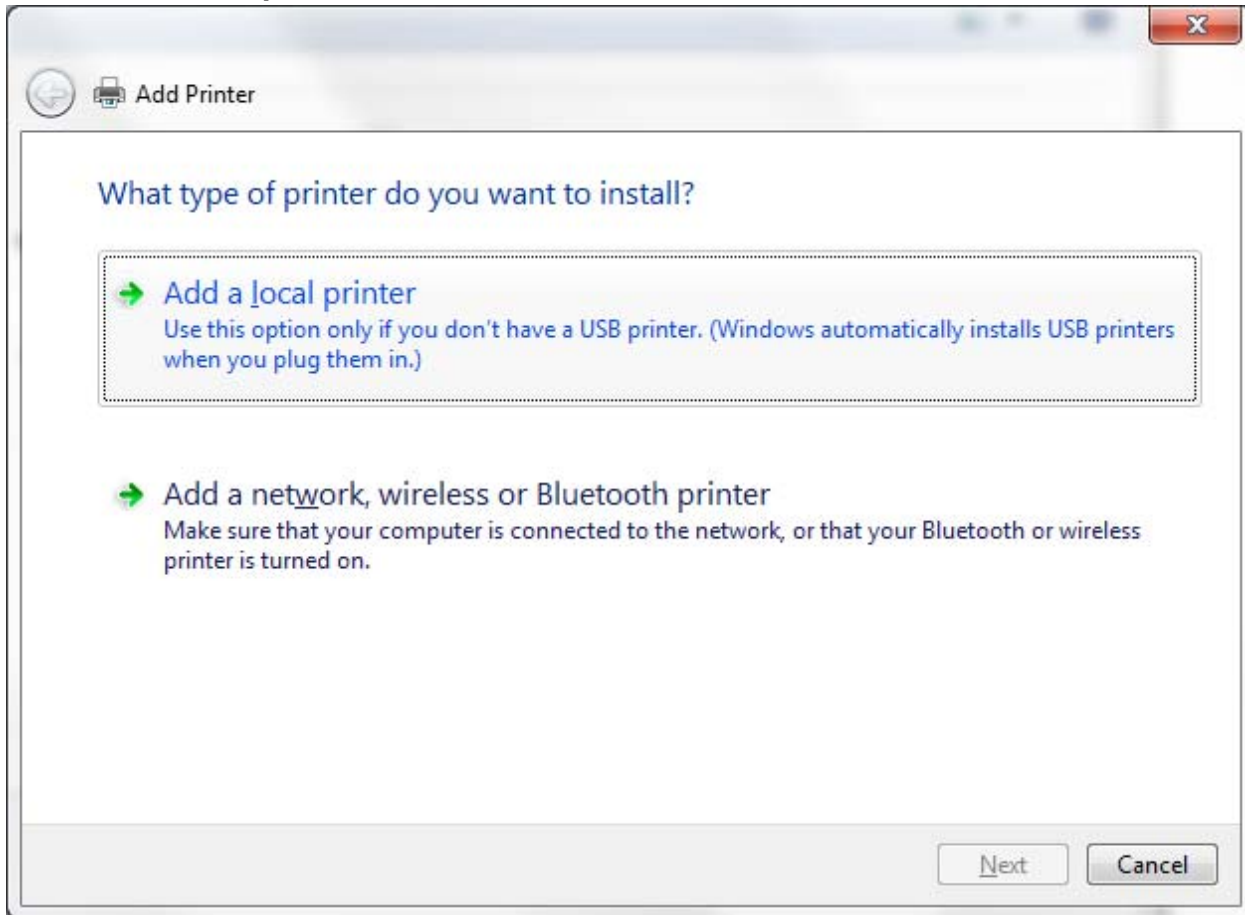


8. Click the **Start** button and open **Devices and Printers**.

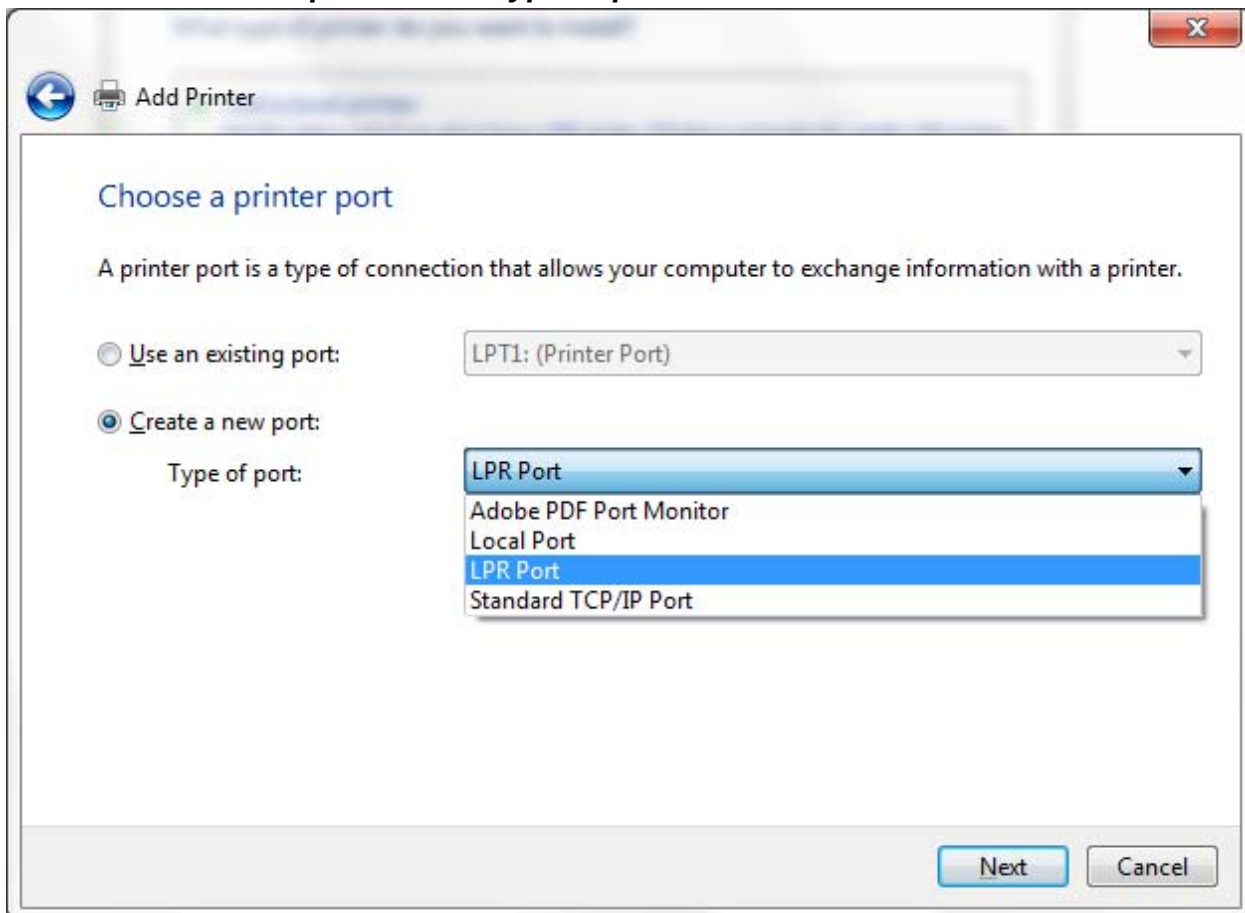
9. Click **Add a printer**.



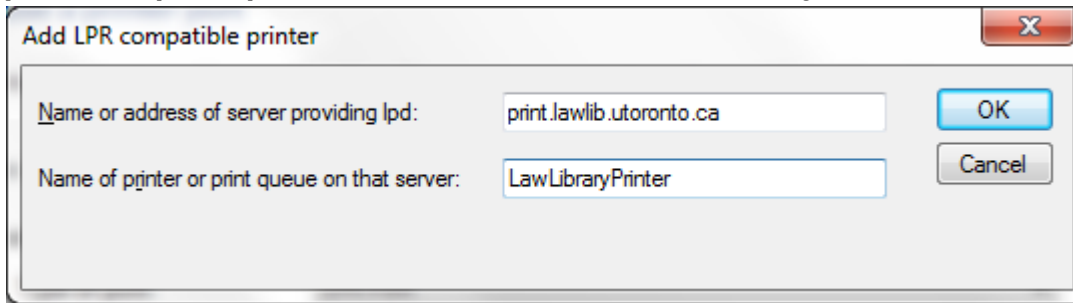
10. Click **Add a local printer**.



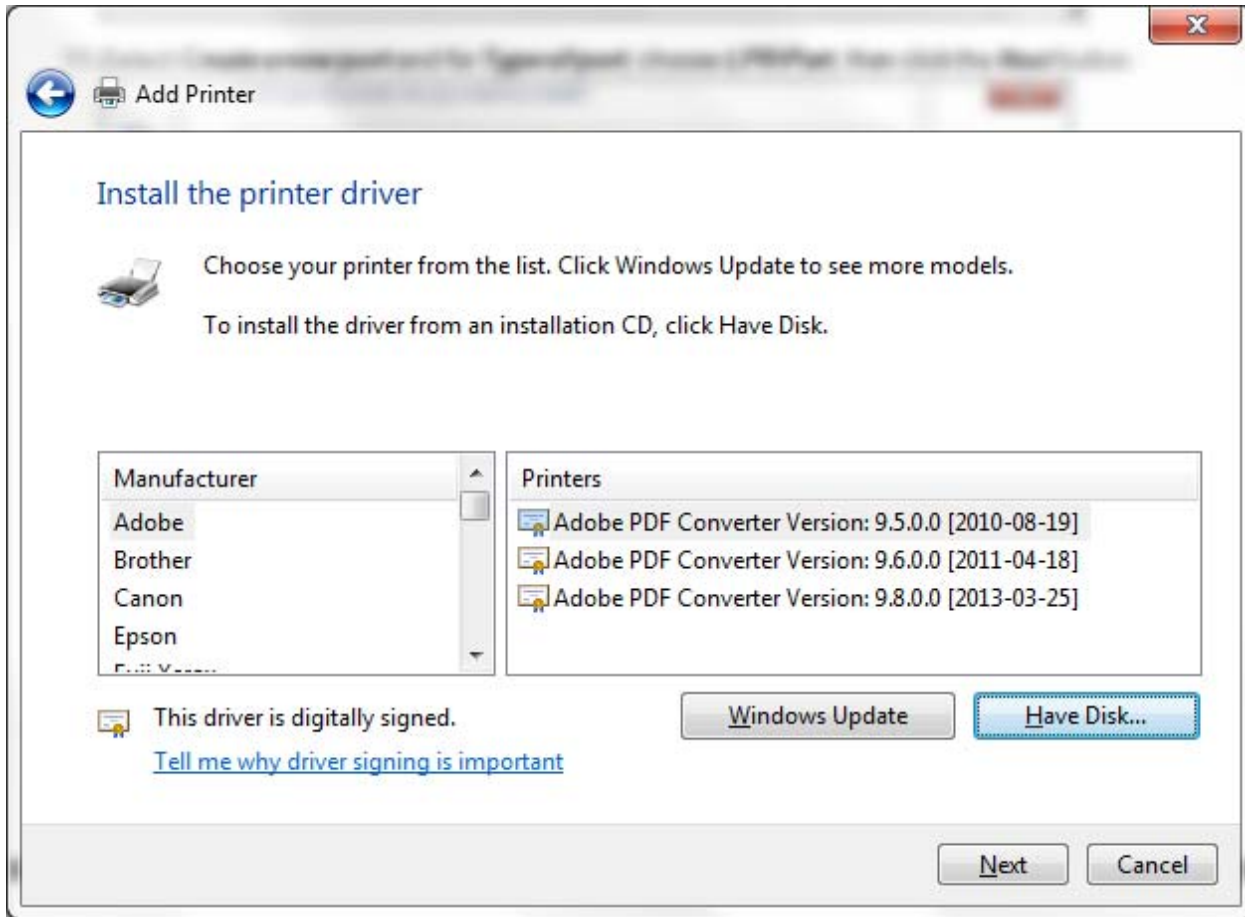
11. Select **Create a new port** and for **Type of port**, choose **LPR Port**, then click the **Next** button.



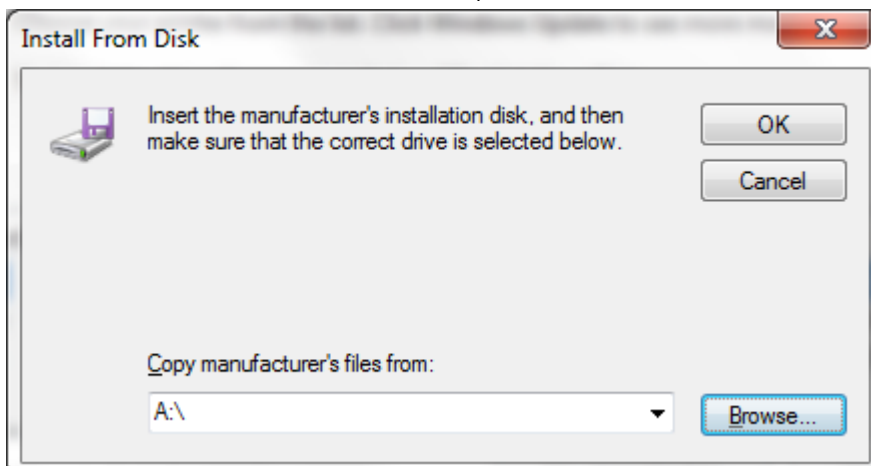
12. For **Name or address of server providing lpd**, enter **print.lawlib.utoronto.ca** and for **Name of printer or print queue on that server**, enter **LawLibraryPrinter**, then click the **OK** button.



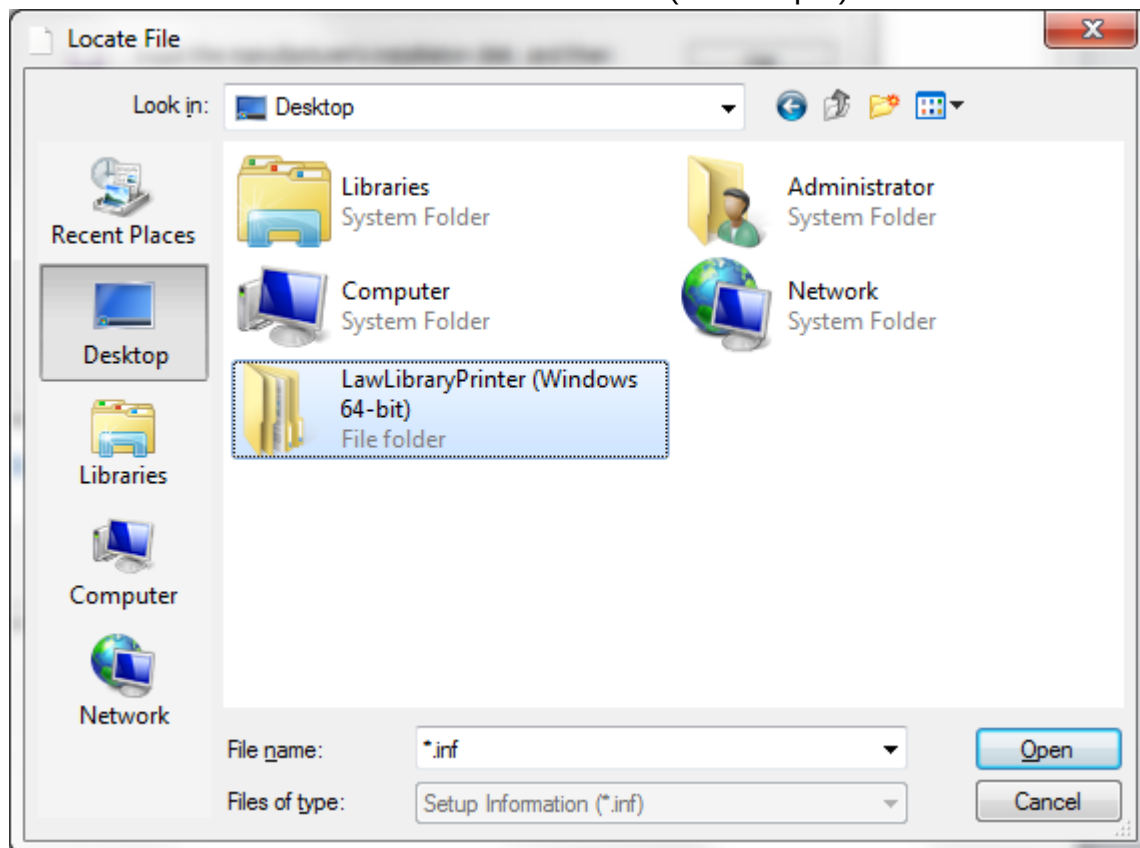
13. On the **Install the printer driver** screen, click the **Have Disk** button.



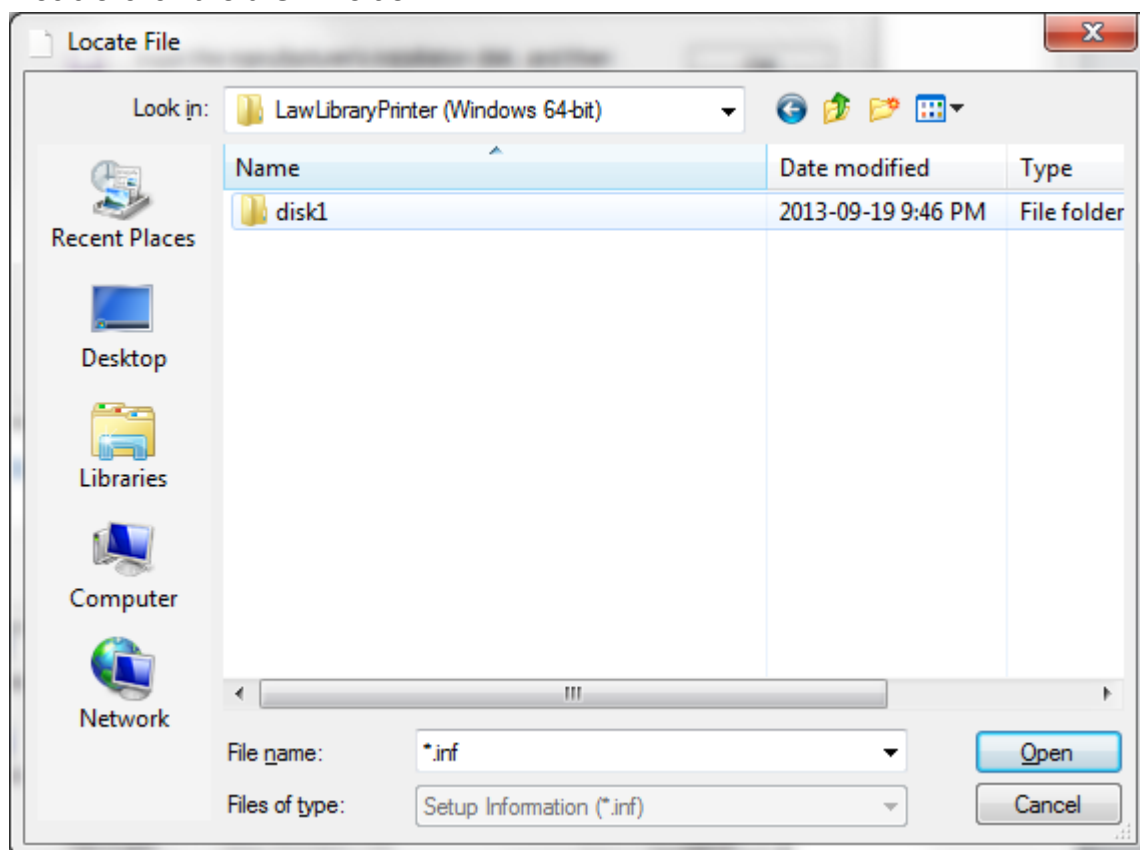
14. On the **Install From Disk** screen, click the **Browse** button.



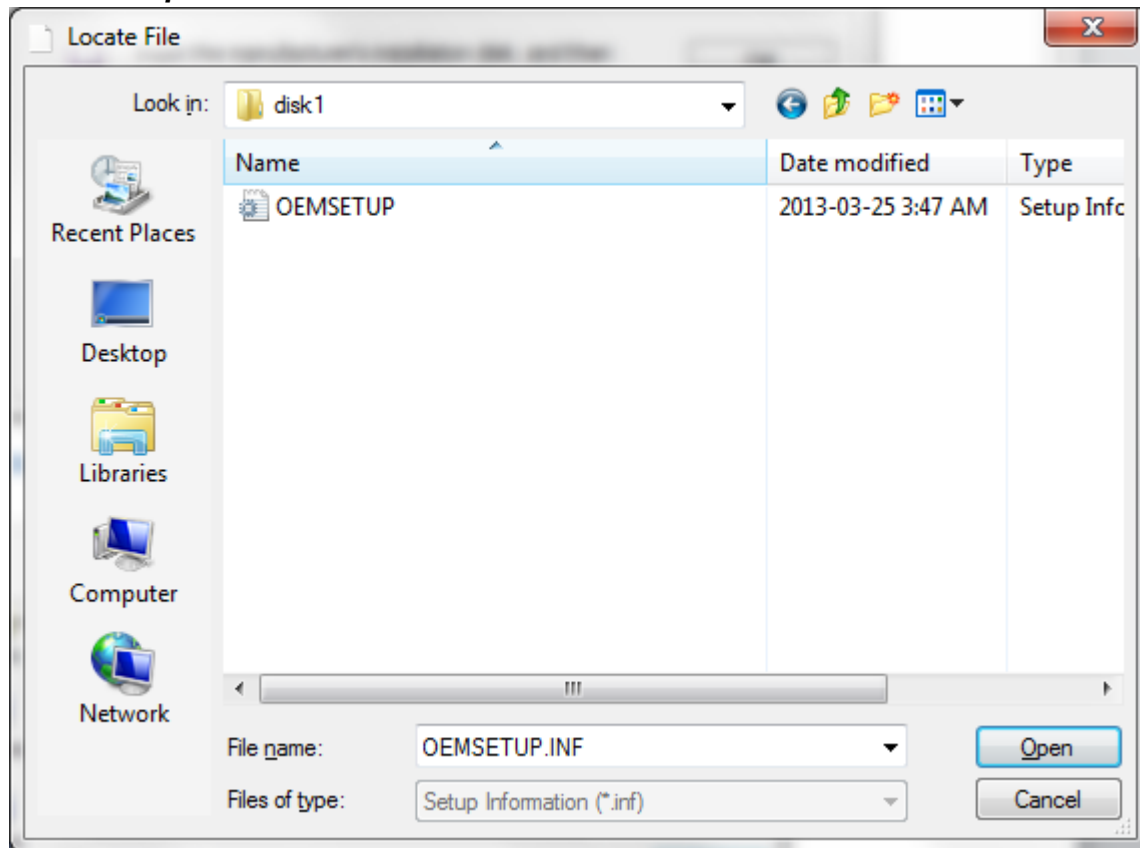
15. Browse to the location of the extracted drivers (from step 3) and double-click the folder.



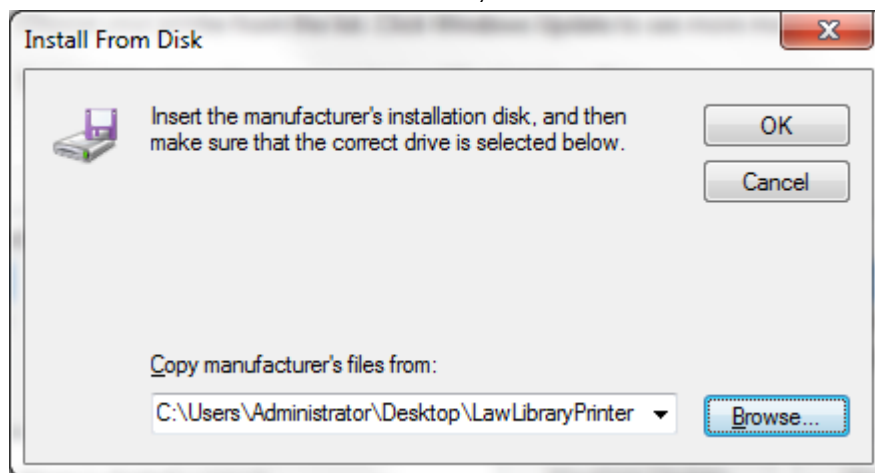
16. Double-click the **disk1** folder.



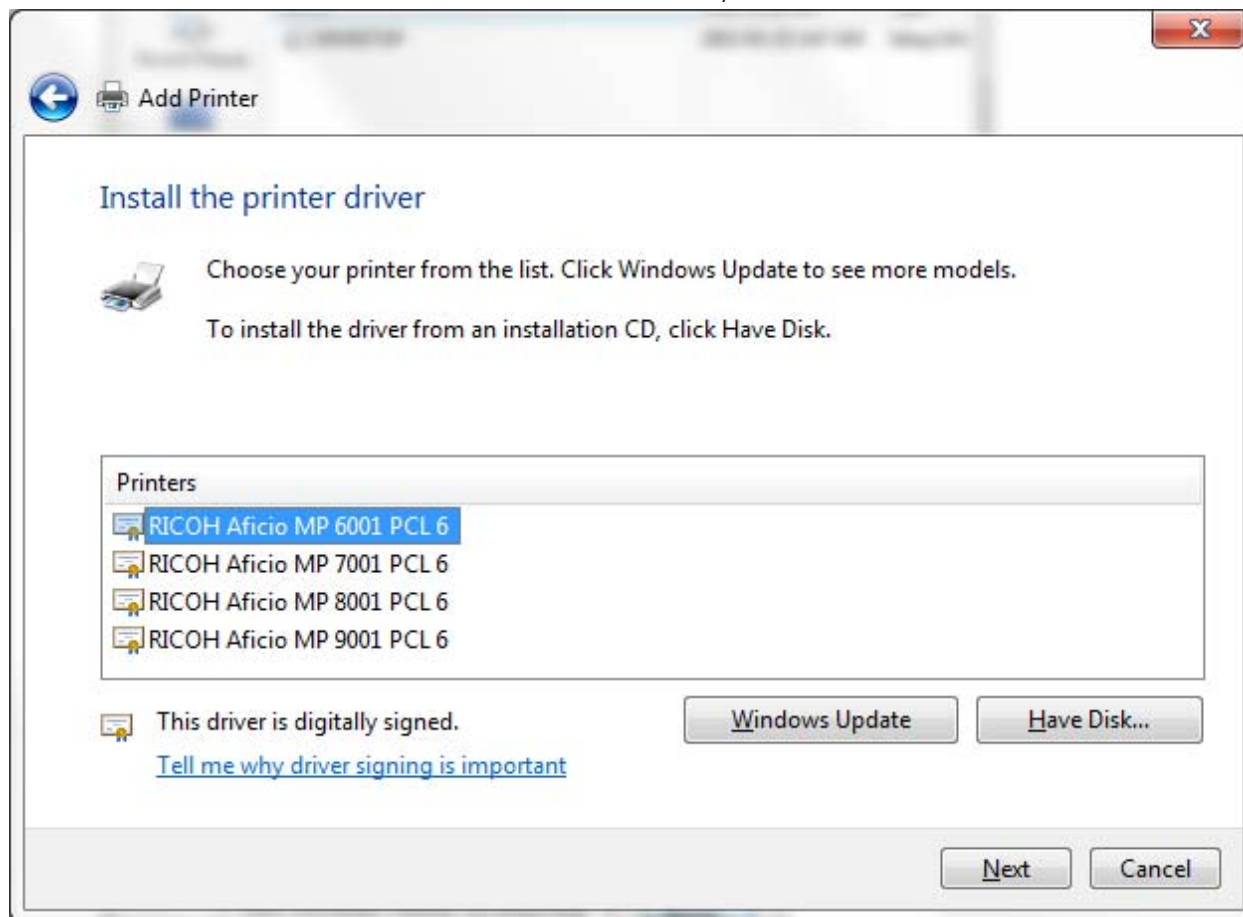
17. Click the **Open** button.



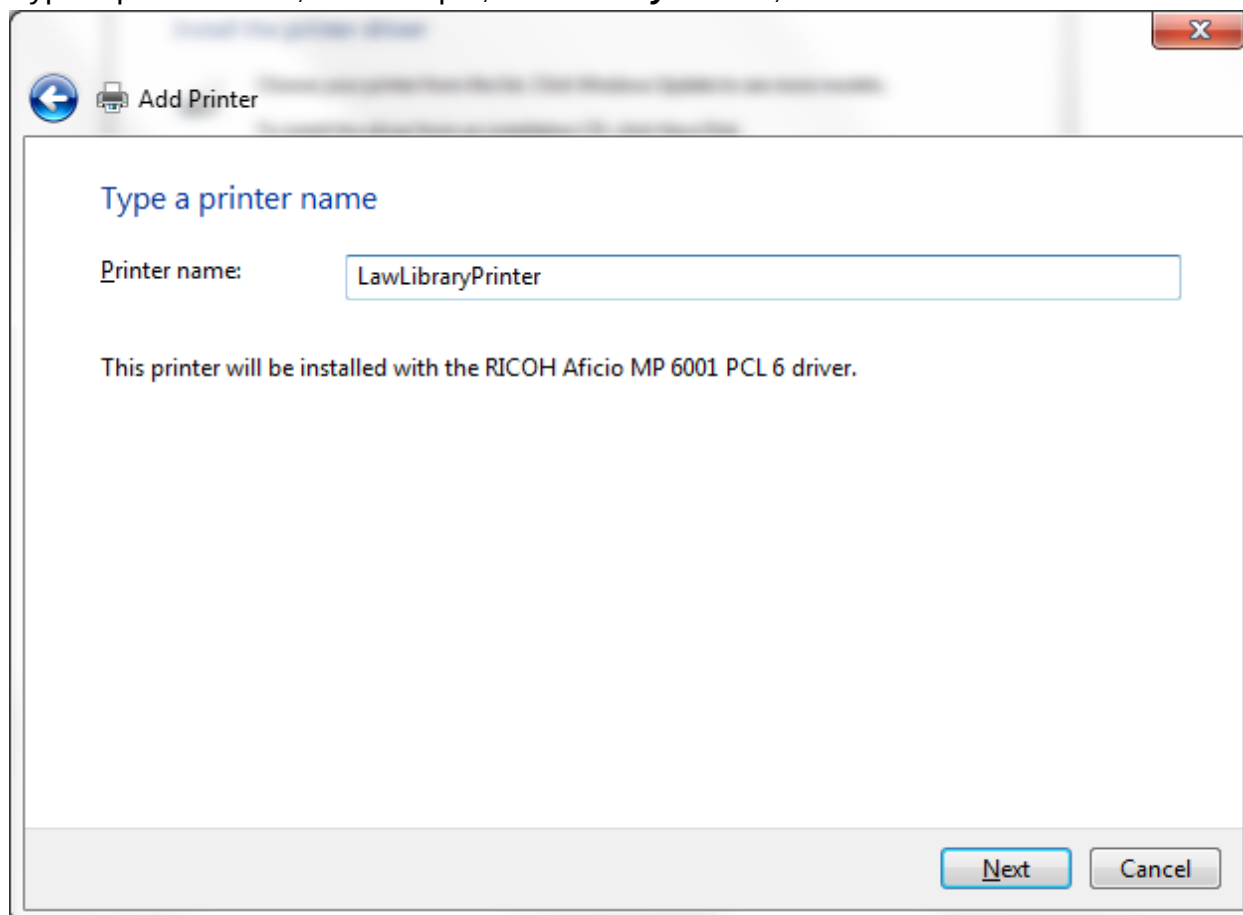
18. On the **Install From Disk** screen, click the **OK** button.



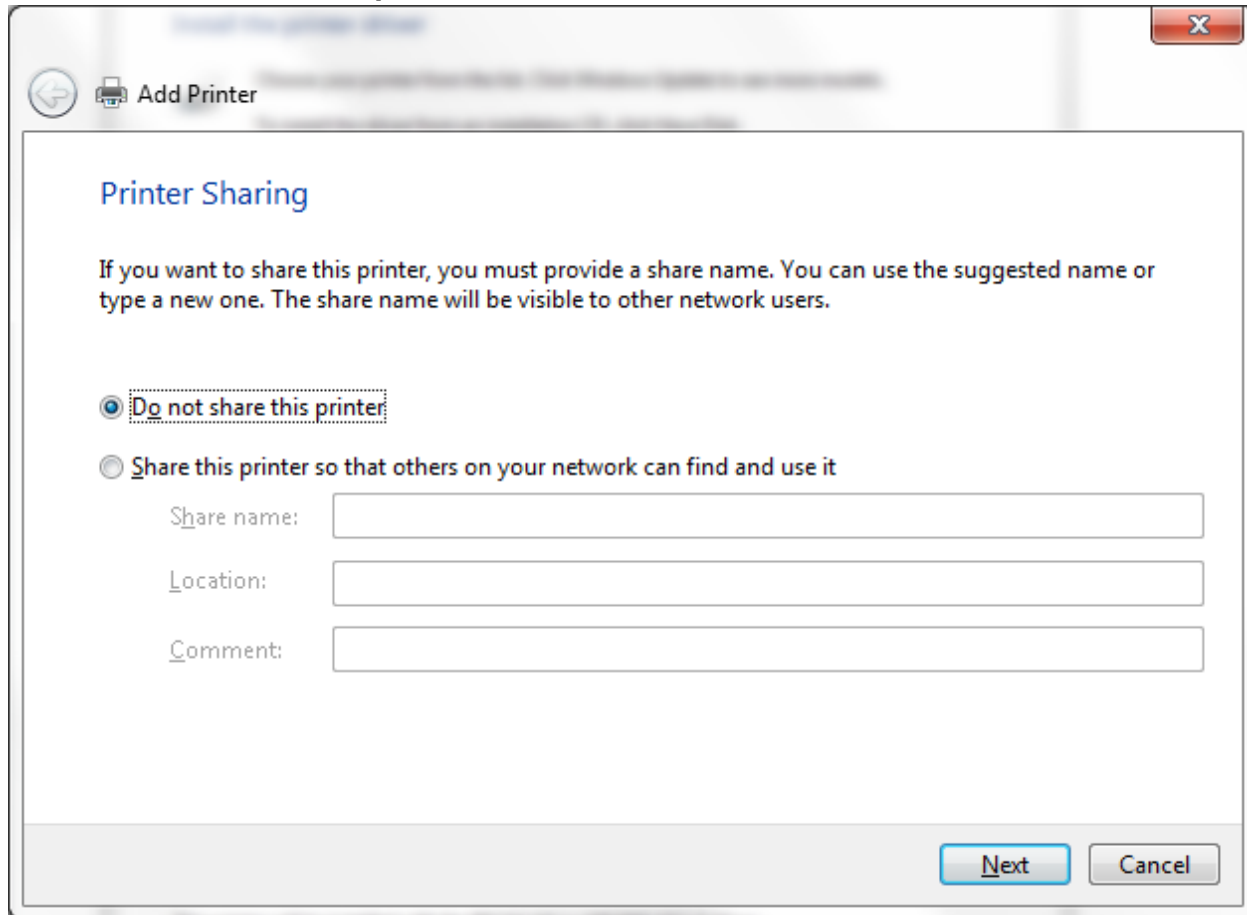
19. Select **RICOH Aficio MP 6001 PCL 6** from the list, then click the **Next** button.



20. Type a printer name, for example, **LawLibraryPrinter**, then click the Next button.



21. Select ***Do not share this printer***, then click the ***Next*** button.



The screenshot shows the 'Add Printer' wizard in Windows, specifically the 'Printer Sharing' step. The window has a title bar with a close button (X) in the top right corner. Below the title bar is a navigation bar with a back arrow and the text 'Add Printer'. The main content area is titled 'Printer Sharing' in blue. Below the title, there is a paragraph of text: '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 share name will be visible to other network users.' There are two radio button options: 'Do not share this printer' (which is selected) and 'Share this printer so that others on your network can find and use it'. Below the second option, there are three text input fields labeled 'Share name:', 'Location:', and 'Comment:'. At the bottom right of the window, there are two buttons: 'Next' (highlighted in blue) and 'Cancel'.

Printer Sharing

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 share name will be visible to other network users.

☒ Do not share this printer

☐ Share this printer so that others on your network can find and use it

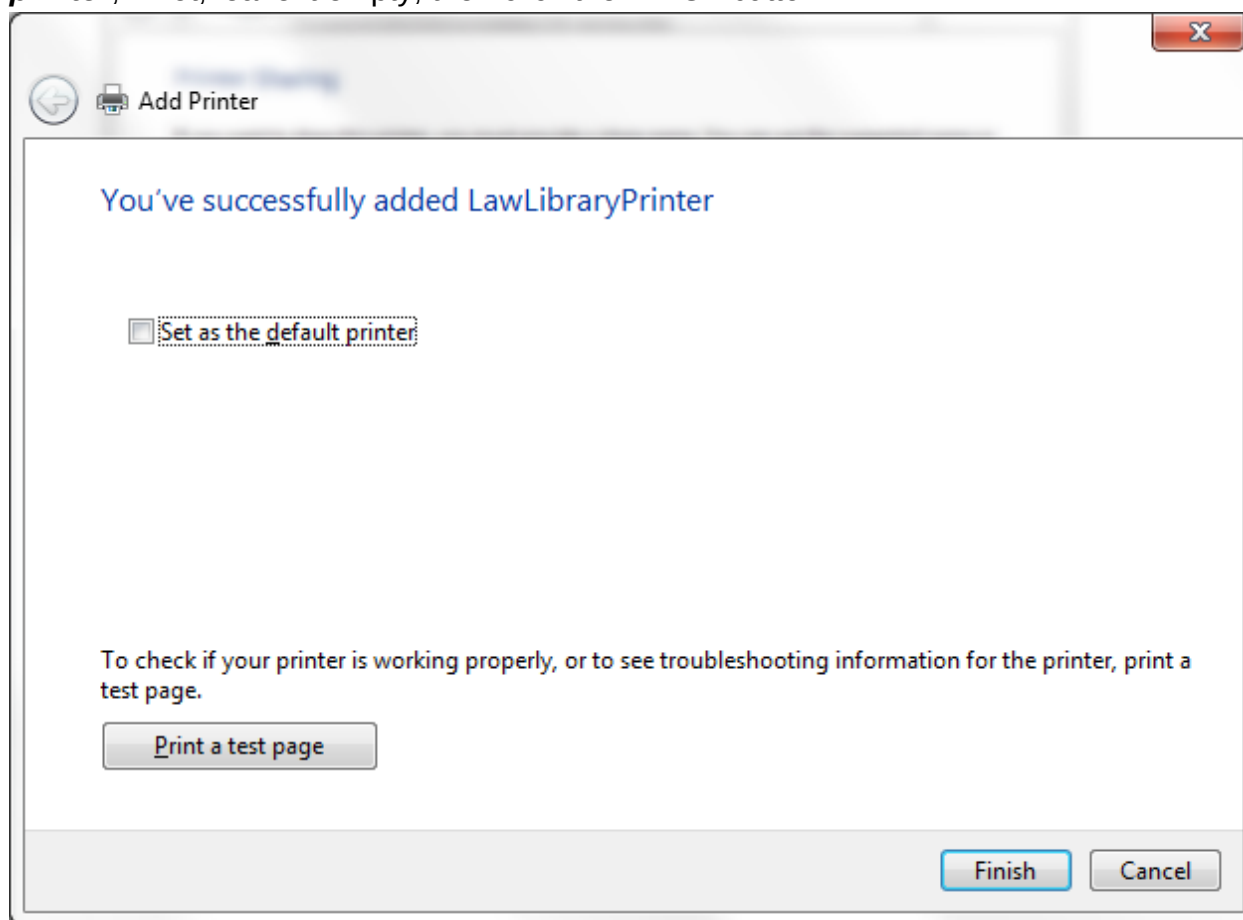
Share name:

Location:

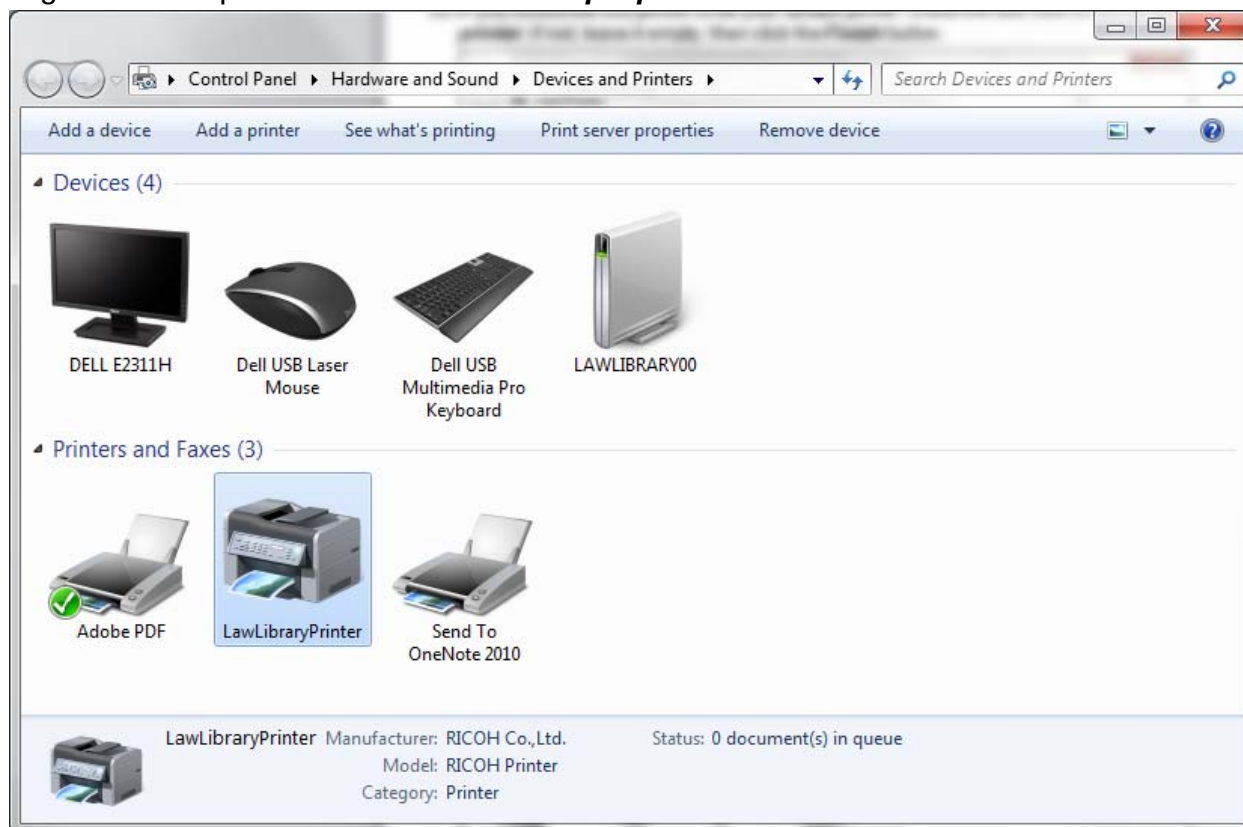
Comment:

Next Cancel

22. If you would like this printer to be your default printer, check the box next to **Set as the default printer**, if not, leave it empty, then click the **Finish** button.



23. Right-click the printer and select **Printer properties**.



24. Select the **Accessories** tab and check the box next to **Large Capacity Tray** (the box next to **Copy Tray** should already be checked), then click the **OK** button.

