How to Access Student Printers and Copiers

Installing printers on a PC with Windows XP, Vista, and 7 operating systems:

1. Open Internet Explorer and type the following in the address bar: http://snc-it-student/printers
   - Press Enter
   - You will then see the list of all the SNC student printers and their locations
   
   If asked about intranet settings at the bottom of the browser click ‘Yes’ and ‘Approve’. 

When adding the printers, YOU MUST BE ON CAMPUS AND HAVE INTERNET EXPLORER OPEN! FIREFOX WILL NOT LET YOU CONNECT TO THE PRINTERS!
How to Access Student Printers and Copiers (Cont’d)

Installing printers on a PC with Windows XP, Vista, and 7 operating systems:

2. Select a Printer by clicking on the link in the left hand column.
How to Access Student Printers and Copiers (Cont’d)

Installing printers on a PC with Windows XP, Vista, and 7 operating systems:

3. On the following page under ‘Printer Actions’, click ‘Connect’.
How to Access Student Printers and Copiers (Cont’d)

Installing printers on a PC with Windows XP, Vista, and 7 operating systems:

4. A prompt will appear, asking if you wish to add a printer connection. Click ‘Yes’.
How to Access Student Printers and Copiers (Cont’d)

Installing printers on a PC with Windows XP, Vista, and 7 operating systems:

5. Another prompt will appear, asking you to install the printer driver. Click ‘Install driver’.

(If you at any point see a message bar at the top of the browser asking if you want to add the Active X Control, you will need to install it. If the window keeps popping up, continue the installation of Active X until you have the printer installed.)
How to Access Student Printers and Copiers (Cont’d)

Installing printers on a PC with Windows XP, Vista, and 7 operating systems:

If you at any point see the pop up box below, click ‘Continue Anyway’.

6. Confirm the printer has been installed. If printer has been successfully installed, this window will appear:
How to Access Student Printers and Copiers (Cont’d)

Installing printers on a PC with Windows XP, Vista, and 7 operating systems:

7. Adding Additional Printers

There are a number of printers on campus that are designated for student usage. We suggest that you add all the printers to your laptop so that they will be readily available when you are in different buildings on campus.

- To add additional printers, click on ‘All Printers’ under ‘View’, and then repeat steps 2-6.

****WARNING****

Library Color Printer may have a pop up that you must click to continue for installation. Click the "Continue Anyways" button to finish installation.

• If you ever used the printers that were in the copy center prior to May 30, 2013, you will need to remove them from your computer before you can install the new copiers.
  o Go to **Start > Devices and Printers**
  o Right click on one of the library printers
  o Select “**Remove device**”
  o Repeat as needed
How to Access Student Printers and Copiers (Cont’d)

Installing printers on a PC with Windows XP, Vista, and 7 operating systems:

8. Selecting a Default Printer

We suggest that you set your most frequently used printer as your “Default”, so that printing will be easier.

- Click the ‘Start’ button (1), and then select ‘Devices and Printers’ (2).
How to Access Student Printers and Copiers (Cont’d)

Installing printers on a PC with Windows XP, Vista, and 7 operating systems:

- In the following window, right-click on the printer you wish to be your default, and then select ‘Set as Default Printer’.
How to Access Student Printers and Copiers (cont’d)

Installing printers on a Mac operating system:

1. Locate and click ‘System Preferences’ (1) or click ‘Apple’ in the upper-left corner, then ‘System Preferences’.

2. Locate ‘Print & Fax’
3. Click on ‘Print & Fax’ to start adding printers
How to Access Student Printers and Copiers (cont’d)

Installing printers on a Mac operating system:

4. Unlock your computer so you can add a printer to your list (1)
5. Click on the ‘+’ button to add a printer (2)
6. Click on the ‘Default’ button (1)
7. Select the printer you wish to print add from the list (2)
   - Library_BlkWht
   - Library_Color
   - Patterson_2ndFlr
   - Patterson_Lobby
   - PSHall_2ndFlr
   - TCES_2ndFlr
8. ‘Add’ the printer (3)
How to Access Student Printers and Copiers (cont’d)

Installing printers on a Mac operating system:

9. Click on the ‘Options & Supplies’ button
How to Access Student Printers and Copiers (cont’d)

Installing printers on a Mac operating system:

10. Select the ‘Driver’ option tab from the top (1)
11. Click on the ‘Arrow’ to bring up an options list (2)
12. Click ‘OK’ to continue.
How to Access Student Printers and Copiers (cont’d)

Installing printers on a Mac operating system:

13. Locate ‘Button’ for easiest navigation (1)
14. On the left, select ‘All’ to see all devices on the network (2)
15. Locate ‘osxprint’ (3)
16. Open the ‘Public Folder’ (4)
17. Open the ‘Print Drivers’ (5)
18. Select the driver for your selected printer (6)
19. Once driver is selected, click ‘Open’ (7)
How to Access Student Printers and Copiers (cont’d)

Installing printers on a Mac operating system:

20. On the following page, click ‘OK’.

- If you have more than one printer in your list, we suggest that you set your most frequently used device as your default.
How to Access Student Printers and Copiers (cont’d)

Installing printers on a Mac operating system:

If you have more than one printer in your list, this is where you will want to choose which one will be your default.

- If you ever used the printers that were in the copy center prior to May 30, 2013, you will need to remove them from your computer before you can install the new copiers.
  - Go to System Preferences > Print & Fax
  - Select one of the library printers from the list
  - Unlock the “lock” symbol if needed
  - Click the “minus” symbol below the printer list
  - Click “Delete Printer”
  - Repeat as needed