



Mapping Network Printers on Vista

This information is for users who want to attach to the print queues to print from their laptops to any of the publicly accessible Network Printers.

The procedure below has only been verified as working for machines running MS Windows Vista Home Basic and Premium or MS Windows Vista Business, 32bit Edition.

Note: this documentation assumes that your network connection is already up and running. Please refer to our [PC to LAN connection parameters](#) for further details. Please note as well that you will need full Administrator rights on your machine in order to successfully complete all the steps!

- Click on **Start - Control Panel**:

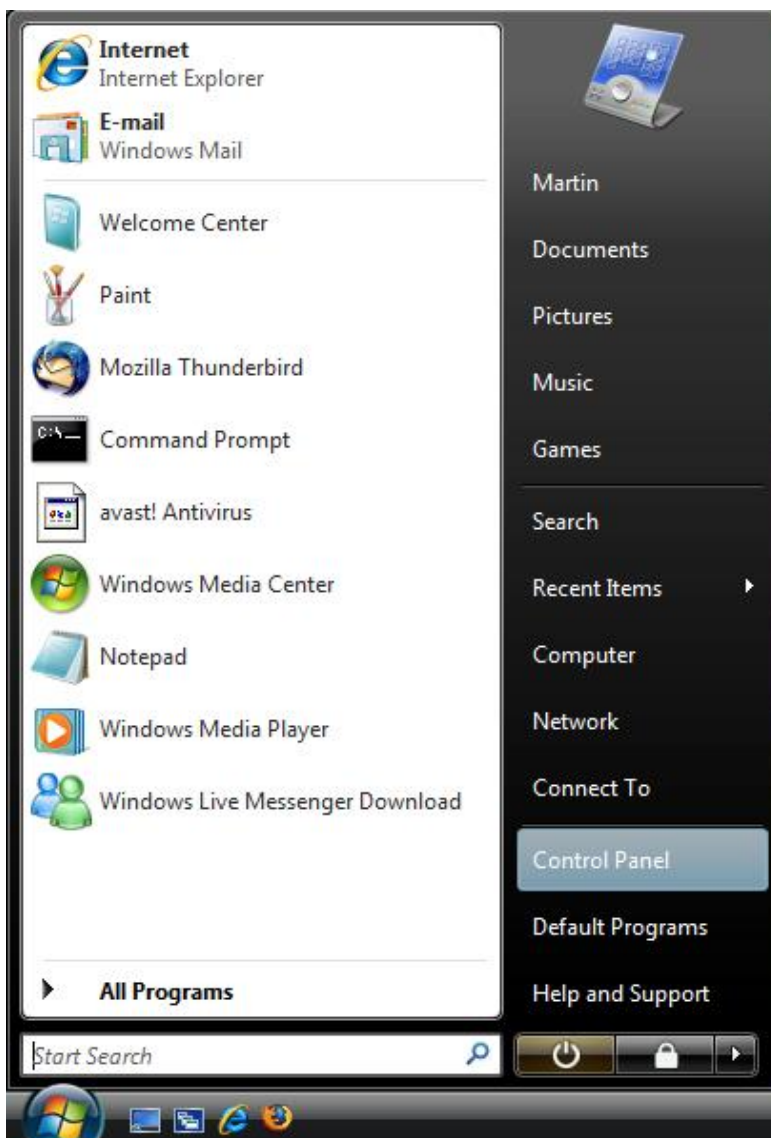


Figure 1. Opening Control Panel

- In the **Hardware and Sound** section, click on **Printer**:

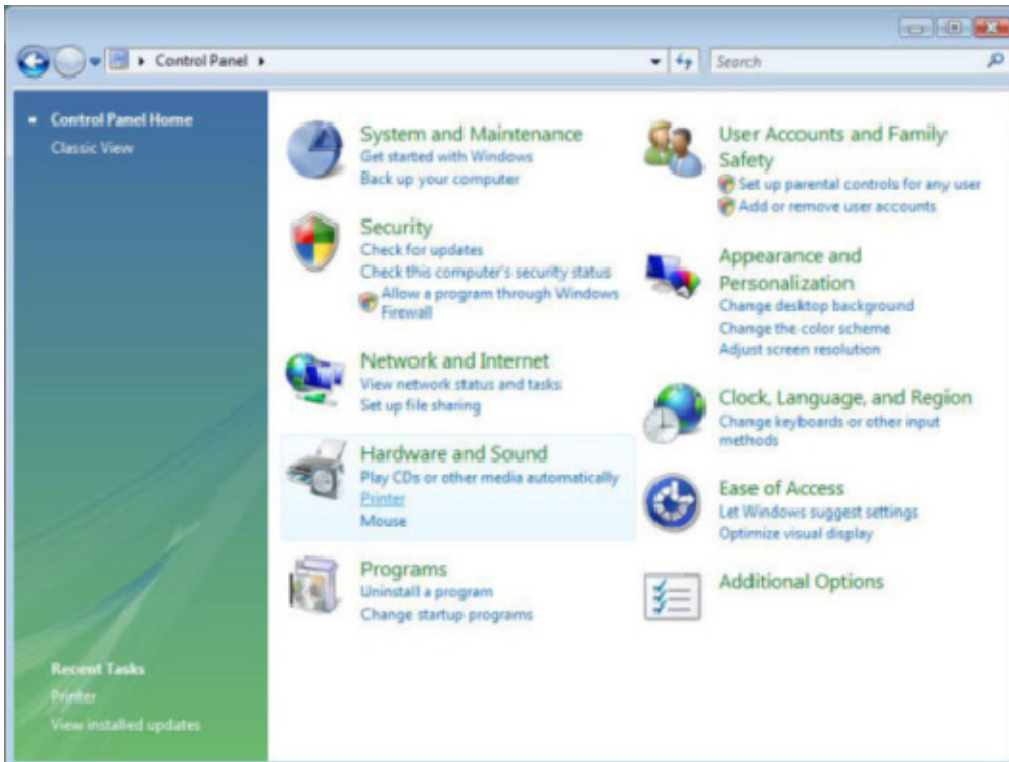


Figure 2. Opening the Printer panel

- In the next window, click on **Add a printer** on the top toolbar:

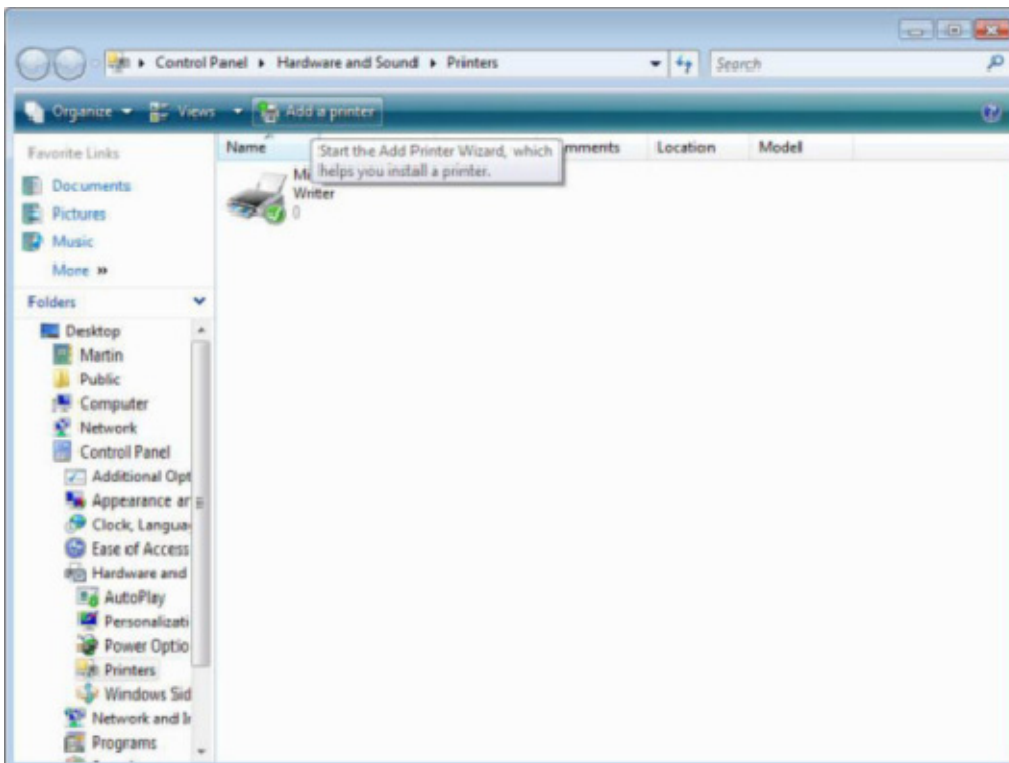


Figure 3. Adding a new printer

- Click on **Add a network, wireless or Bluetooth printer:**

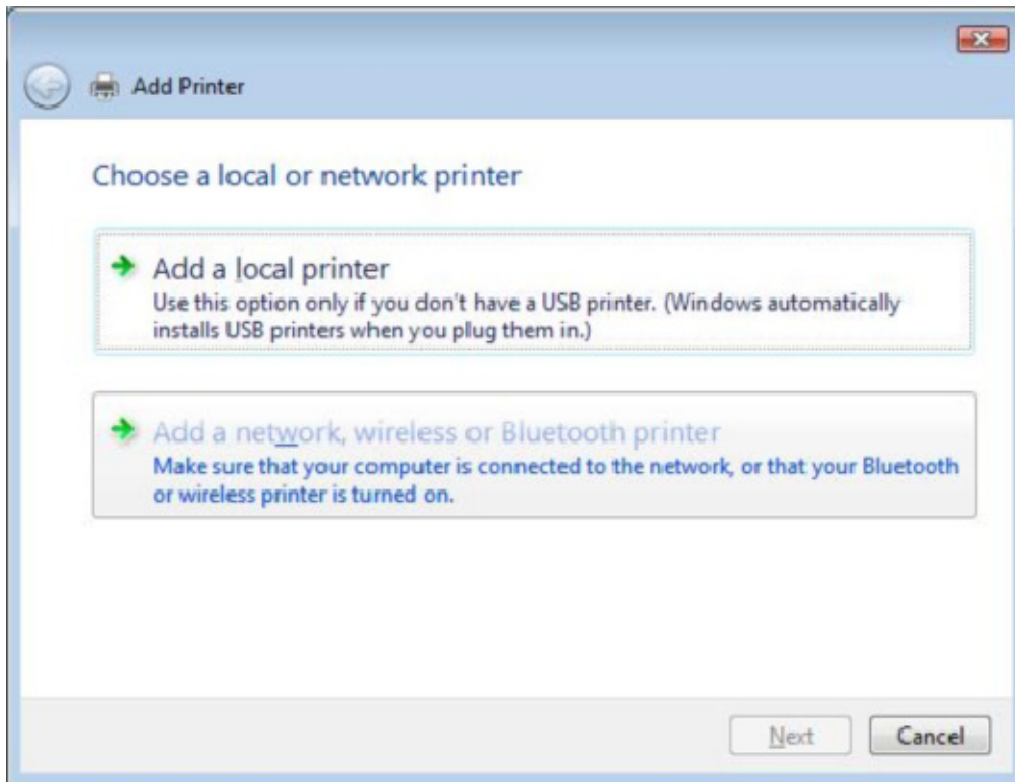


Figure 4. Adding a new network printer. (e.g. San Paolo Ground Floor Print)

- Vista will now start looking for available network printers. Nevertheless, click on **The printer that I want isn't listed:**

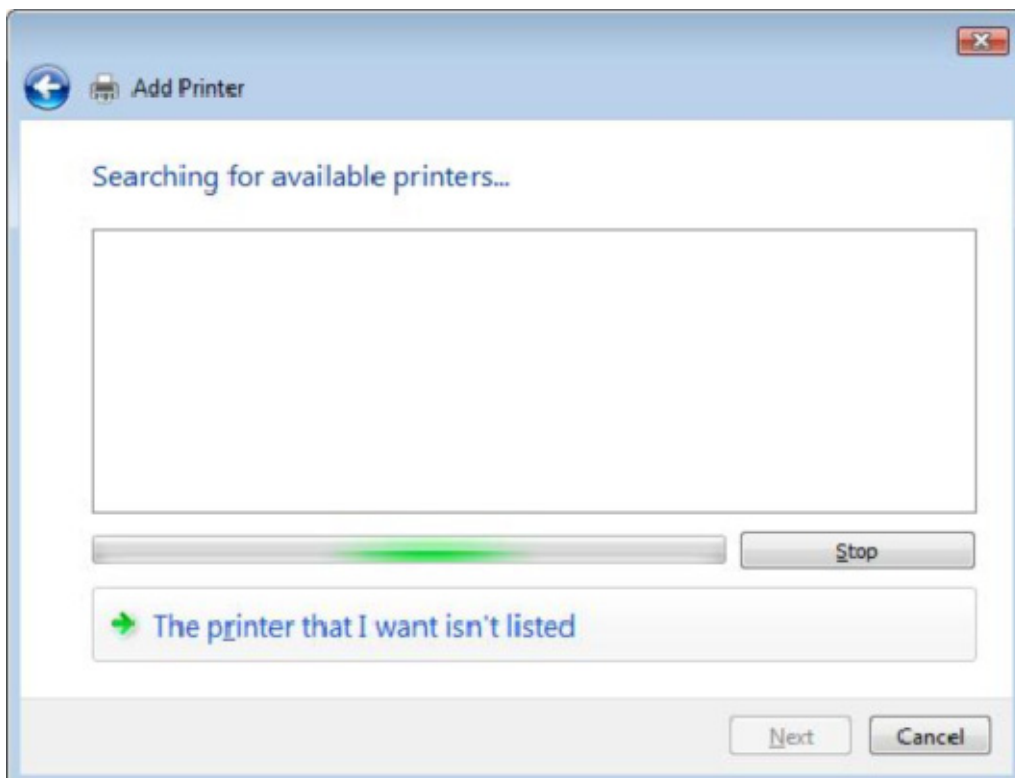


Figure 5. Looking for available printers

In the next screen, choose **Select a shared printer by name** and manually type the full path of the public network print server closest to you, for example:

- **\\bfps\NetworkPrinter** for Badia Fiesolana, Villa San Felice, Villa Pagliaiuola, Villa Schifanoia, Villa Raimondi, Villa Malafrasca, Il Convento, Scuolina e Villa la Fonte buildings.
- **\\spps\NetworkPrinter** for Villa San Paolo and San Paolino
- **\\vpps\NetworkPrinter** for Villa il Poggiolo

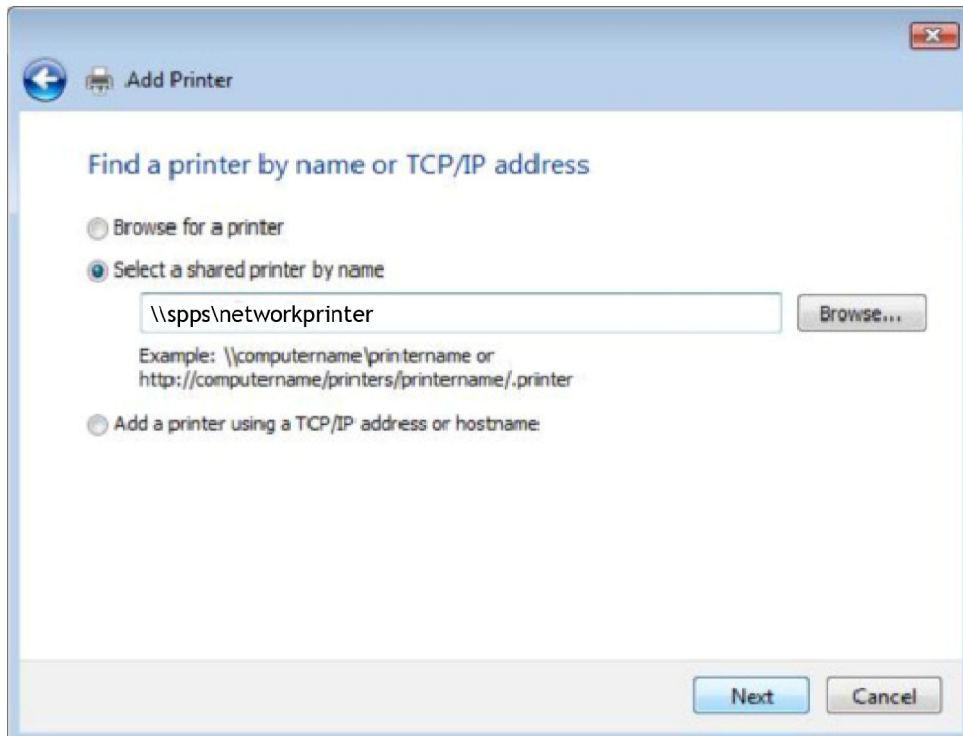


Figure 6. Example: adding San Paolo Ground Floor printer

Then click **Next** to proceed.

- You may be asked to provide your login information (User name and Password). Be sure to enter your username in the format: **iuedom\username** for example:



Figure 7. Entering login information

Then click on **OK** to proceed.

- For your first installation only, you will be asked to install the printer drivers for the requested printer. Accept by clicking **Install driver**:

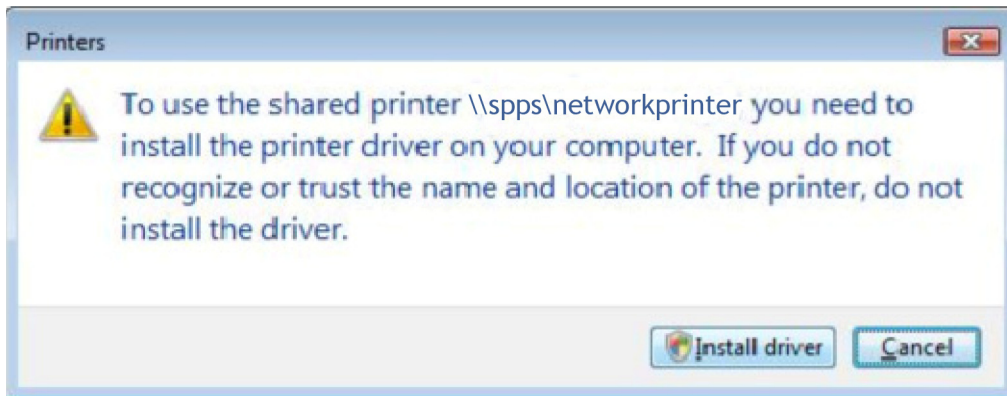


Figure 8. Installing printer drivers

Correct drivers for the Network printer will then automatically be downloaded from the printer onto your laptop. Please wait a few seconds as this may take some time depending on network load.

- At this point Vista's UAC (User Account Control) may request to allow installation. Click on **Continue** to proceed:

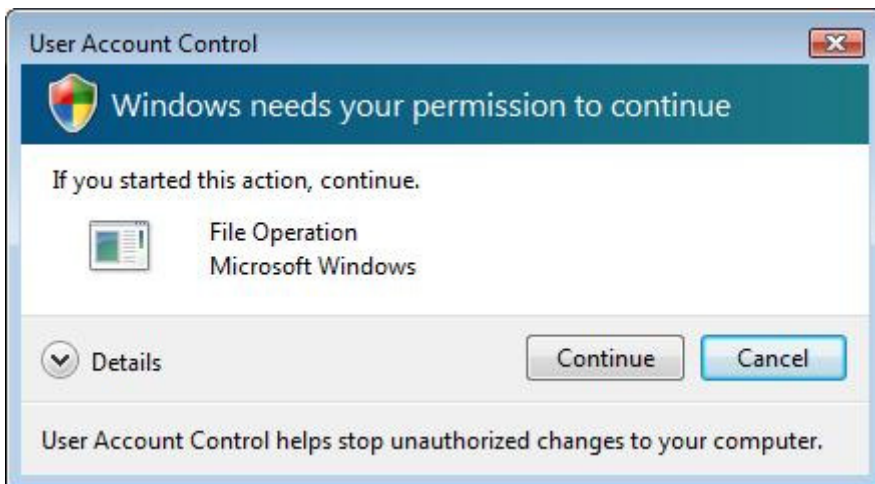


Figure 9. UAC security check

- In the next screen, de/select the option which suits you best (we suggest to check **Set as the default printer** only if you do NOT already have a local printer installed as well), then click **Next**:

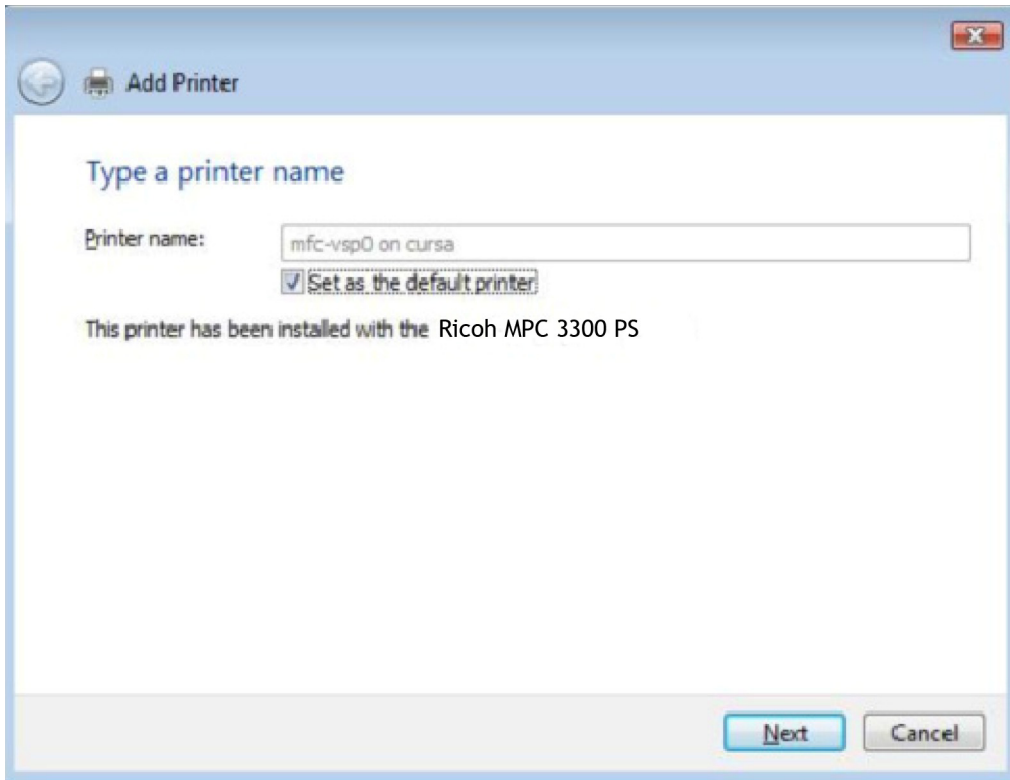


Figure 10. De/select as default printer

- In the next window, you may want to test the setup by clicking on **Print a test page**. Whether you do or not, click on **Finish** to end the installation procedure:

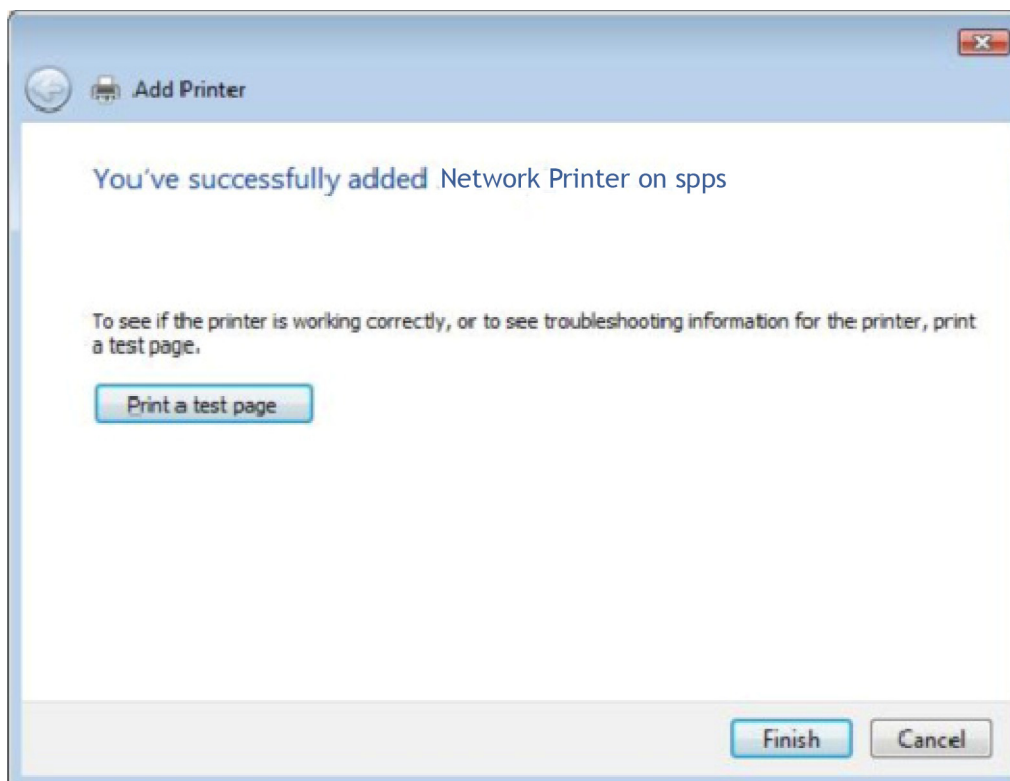


Figure 11. Finishing installation

- After successful installation, the MultiFunction Printer will be available to you as a Network Printer:

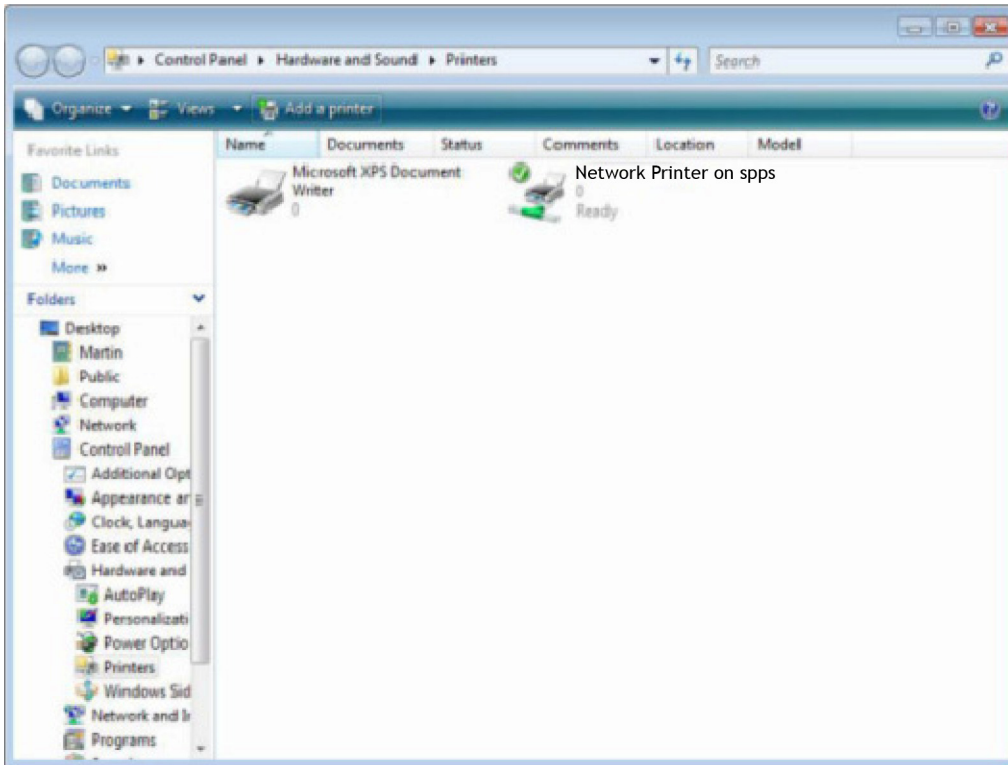


Figure 12. Available network printers

For any further details or for assistance, please visit the [Service Points for Laptops](#) which can be contacted as well at the following e-mail address: laptopsupport@eui.eu.