Printing from Your Wireless Laptop using Windows 7

Students may connect to a network printer from their wireless laptop computer. Windows 7 is required and you must be connected to one of Alverno’s wireless access points by launching a Browser and logging in with your Alverno Student account.

Printers are available in the Computer Center, the Library and the Media Hub. Pcounter will charge your 400-page printing quota for any printing done from your wireless laptop.

To connect your Windows Vista-based laptop to a network printer, follow these instructions.

1. Click the Start Button 📱
2. In the right column, click on Run and type \printstu, then press Enter or click OK.
   a. If you don’t see Run,
      i. Right-mouse click on the Task Bar.
      ii. From the menu that appears, left-mouse click Properties.
      iii. Click the Start Menu tab.
      iv. Click Customize.
      v. Scroll down until you find Run command. Check the box in front of it.
      vi. Click OK on both windows.
3. Your computer should ask you for a username and password. Use your network username but precede your username with ALVERNO\. (For example, if your username was anthonsb, you would enter ALVERNO\anthonsb) Enter your password.
4. If available, check to have Windows remember your logon, then click OK.
5. A window should appear with a list of available printers. Right-click on the printer you wish to use and choose Connect.

   In the Computer Center, choose RC109B-HP4515 (Main Lab)
   In the Library, choose FO247-HP4015 or FO247-HPColor (Library Reference Room)
   In the Media Hub, choose RC114D-HPM603 (Media Hub black & white printer)

6. A dialog may appear asking you to install a print driver on your machine. Click Yes or Install Driver to proceed. You might also get a dialog box asking for your permission to continue. Click Continue.

The printer object would remain in your Printers list, but would indicate "Access has been denied, unable to connect." To remedy this, perform steps 1, 2, and 3 above to reconnect with our server each time you restart and need to print. Simply close the window with the list of available shares and printers once it appears.

To disconnect from a printer you no longer wish to use, click the Windows 7 button, Control Panel, Devices & Printers. Right-click on the printer you no longer need and select Delete.