



INSTALLING PRINTERS FOR VISTA/WINDOWS 7

Login to the wireless network.

Open Explorer

In address bar type: [\\om-papercut.med.touro.edu](http://om-papercut.med.touro.edu)

You'll be asked for your username and password

1. **For your username used the same one you use to login to the wired network, but include med\ before it** (e.g. med\000001)
2. When prompted for password enter the same password you use to connect to the TOUROCOM network using the computers in the library

Remember to include med\ before your user name.

3. First download appropriate driver for your operating system from <http://it.med.touro.edu/downloads/>
4. Save it your desktop – or wherever you save drivers
5. Then select RUN from the download manager or double click the downloaded file
6. When prompted to unzip – browse to select folder – or first create new folder
7. Then select unzip
8. Click OK on unzip successful message
9. Then close zip and download windows
10. Go to Start/Devices and Printers – select *Add a printer*
11. *Select Add a network, wireless or Bluetooth Printer*
12. The computer will then search for the printer – click STOP
13. Then select *"The printer that I want isn't listed"*
14. On the next screen click on *Select a Shared Printer by Name*
 - a) In the box type
[:\\om-papercut.med.touro.edu\LIB5](http://om-papercut.med.touro.edu/LIB5)
- Or
[:\\om-papercut.med.touro.edu\LIB56](http://om-papercut.med.touro.edu/LIB56)
15. CLICK NEXT
16. You'll get the message no driver found.
17. Click OK
18. On the driver need screen select BROWSE
19. Go to the folder where you unzipped the driver
20. Open the folder
21. Open the subfolder displayed
22. Open the folder called DRIVER
23. Once you open the DRIVER folder a single file name will be displayed – click that file and select open
24. You might get an error message but wait a minute and the driver will install.
25. You'll receive a message about a successful install.
26. Click NEXT
27. You can then print a test page if you wish or select FINISH
28. Repeat these steps to add each of the library printers

Repeat steps 11-16 to install the other library printer