

STUDENT ACTIVITY 5.3_KEY: UNDERSTAND PRINTING DEVICES

MTA Course: 10753 Windows Operating System Fundamentals

Topic: Understand printing devices

File name: 10753_WindowsOS_SA_5.3_key

Lesson Objective

5.3: Understand printing devices. *This objective may include but is not limited to:* understanding local printers, network printers, print queues, print-to-file, and Internet printing.

Resources, software, and additional files needed for this lesson:

- A workstation with Windows® 7 Professional or Enterprise edition installed
 - A printer with appropriate printer cable
 - A network-attached printer
 - IP address, the name of a printer, or both
 - Appropriate printer driver software
- Alternative option:
 - A virtual machine with Windows 7 Professional or Enterprise edition installed

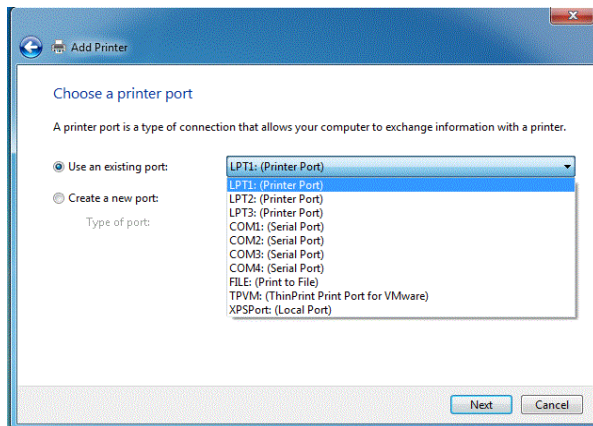
Directions to the student:

Complete the following hands-on activities. Note that the screenshots in the activity may look different from your system. Answer the questions as you work through the activities. Request help as needed. Verify your answers with the instructor.

Connecting and installing a local printer:

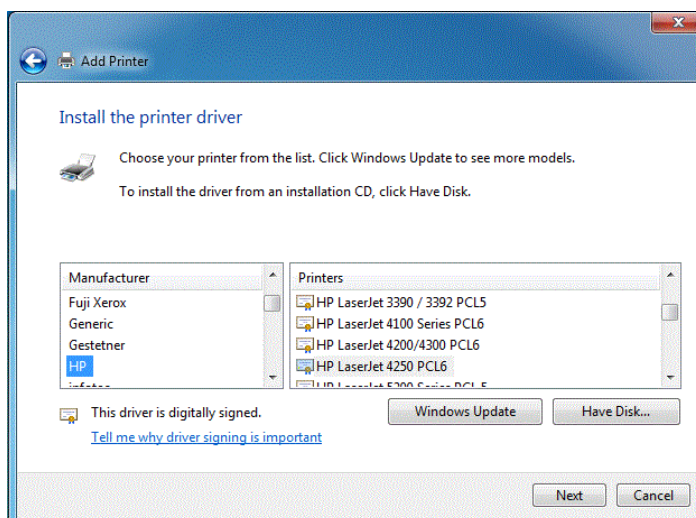
1. Obtain the printer cable and attach it to the appropriate port on the computer.
2. Turn on the printer.
3. Authenticate into your system using the first user account provided by your instructor.
4. Click Start, and then click Devices And Printers.
5. Click Add A Printer.
6. Windows will start the wizard on the Add Printer page, select Add A Local Printer and click Next.

7. On the Choose A Printer Port page, select Use An Existing Port, choose the appropriate port, as shown here, and then click Next.

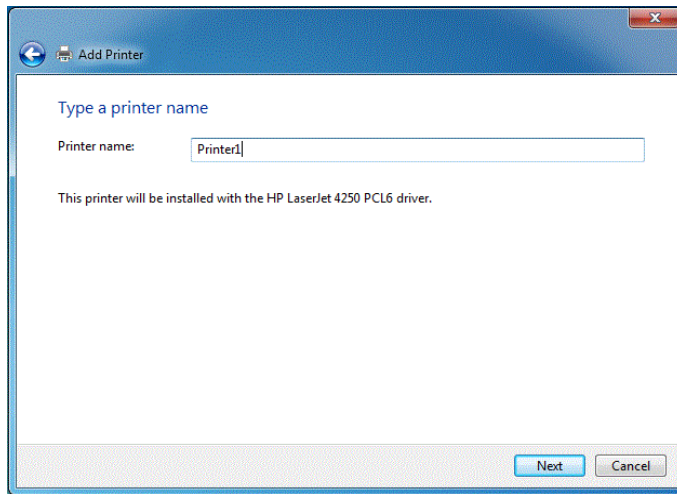


8. On the Install The Printer Driver Page, select the appropriate driver or choose Have Disk, as shown here, and then click Next.

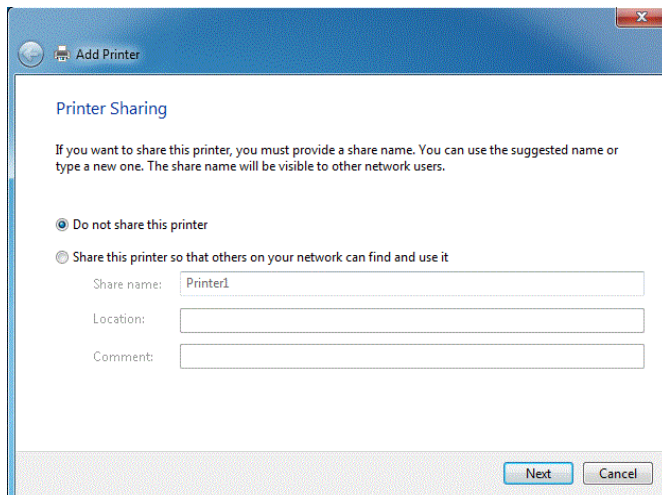
- a. Browse to the printer driver location provided by the instructor.



9. Enter **Printer1** for the printer name and click Next.



10. Select Do Not Share This Printer, as shown here, and click Next.



11. Click Print A Test Page.

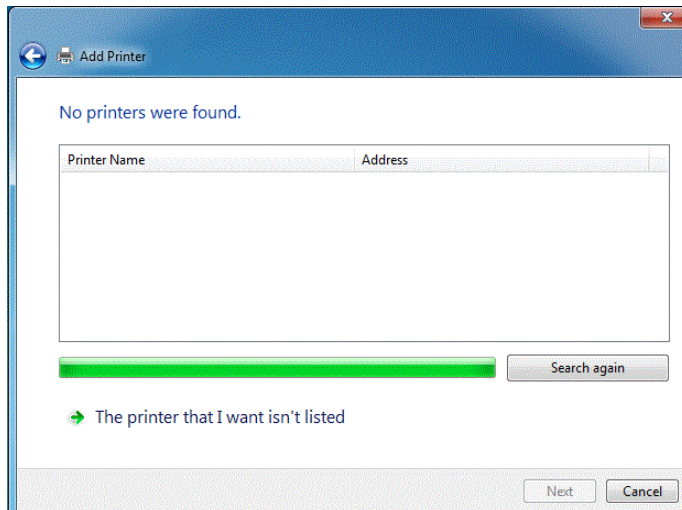
12. Click Finish to complete the installation.

13. Have the instructor verify that the test page has printed successfully.

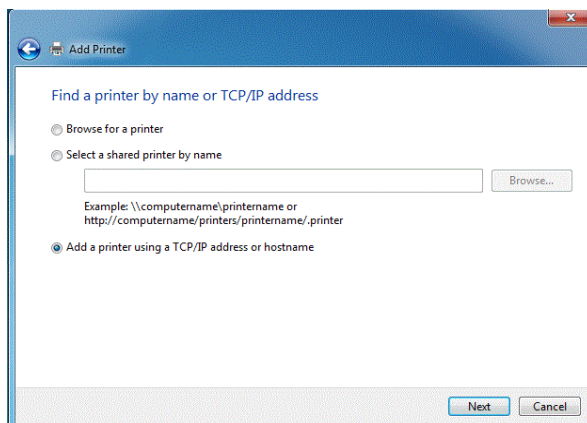
Connecting and installing a network printer:

1. Click Start and then click Devices And Printers.
2. Click Add A Printer.
3. Windows will start the wizard on the Add Printer page, select Add A Network, Wireless, or Bluetooth Printer and click Next.

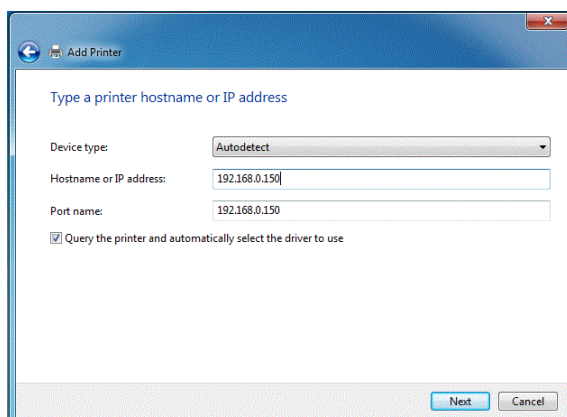
4. The system will begin to search for printers on the network. At this point, you will enter the network information manually. Click Stop and then click The printer that I want isn't listed, as shown here.



5. Click Add A Printer Using A TCP/IP Address Or Hostname, as shown here, and click Next.



- a. Enter the IP address of the network-attached printer in the Hostname Or IP address box, as shown here, and click Next. Note: the instructor will provide the IP address of the network-attached printer.

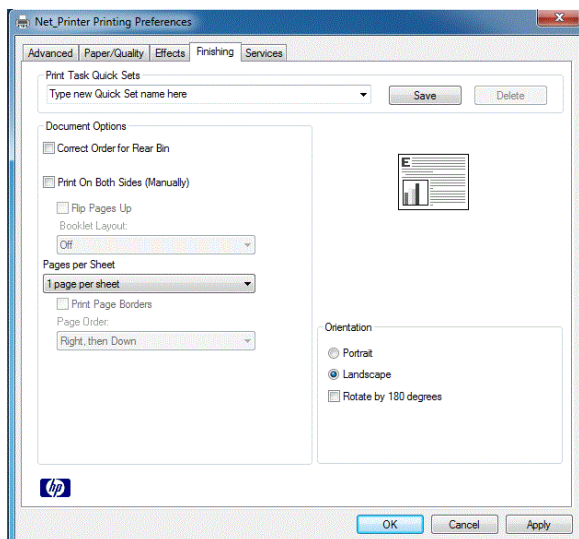


6. Install the appropriate driver using what you have already learned in this activity and click Next.
7. Type **Net_Printer** as the printer name and click Next.
8. Select Do Not Share This Printer and click Next.
9. Click Print A Test Page and click Finish.
10. Have the instructor verify that you have printed successfully from a network-attached printer.

The student should have a Windows test page with the computer name, IP address, and printer name of Net_Printer.

Managing printer preferences and settings:

1. Return to Devices And Printers.
2. Right-click the network printer you just created, labeled Net_Printer, and select Printing Preferences.
3. Click the Finishing tab, change the orientation to Landscape, as shown here, and click OK.



4. Right-click Net_Printer, select Printer Properties, click Print Test Page, and click OK.
5. Did the test page print with landscape orientation?
 - a. Yes
 - b. No
6. Right-click Net_Printer and select Set As Default Printer, if it is not already selected.
7. Open WordPad by clicking Start, typing **WordPad** in the Search Programs And Files field, and pressing Enter.

8. Type **Hello World** and print this document. Did the document print in landscape orientation?
 - a. Yes
9. Have the instructor verify that you have completed this exercise successfully by viewing your printouts.

If successfully configured, the students will have two print jobs in landscape format.