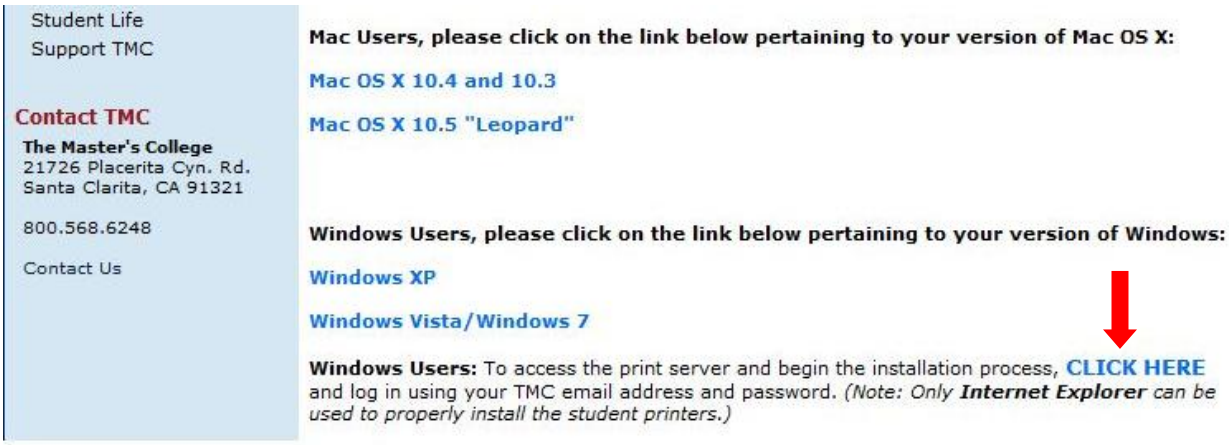
Windows Vista and 7 Printer Installation Guide

1) Open Internet Explorer (**not** Firefox, Netscape, Chrome, or Safari)

2) Go to www.masters.edu/printers

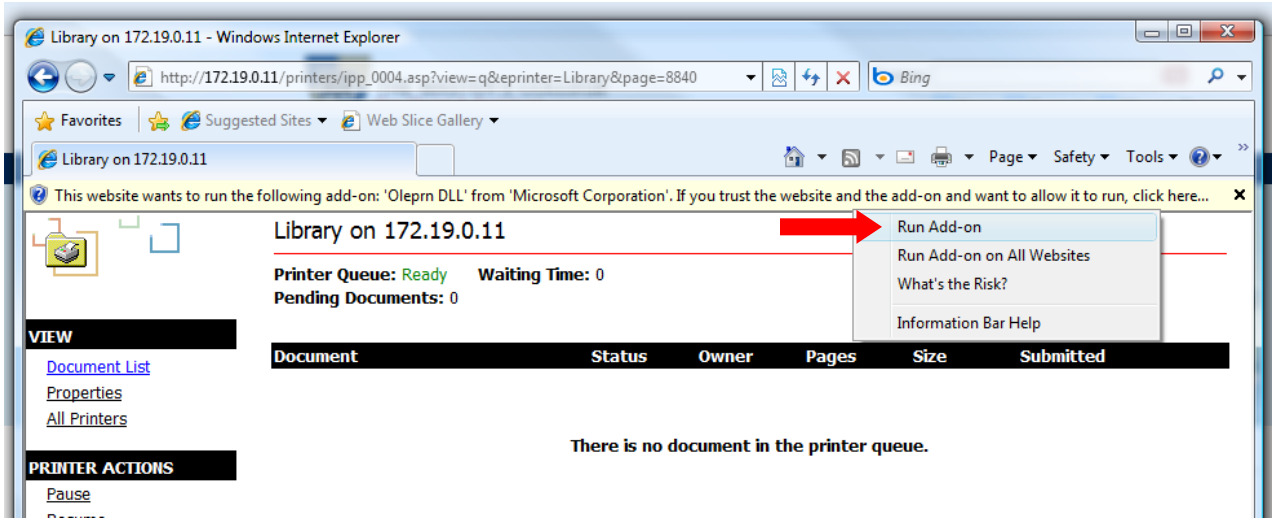
3) Under the "Windows Users" section, click the "CLICK HERE" link to connect to the print server



4) In the box that pops up, enter your TMC username (including "@masters.edu" NOT "@mail.masters.edu") and password, and check the "Remember my password" option

5) Select the printer you want to install

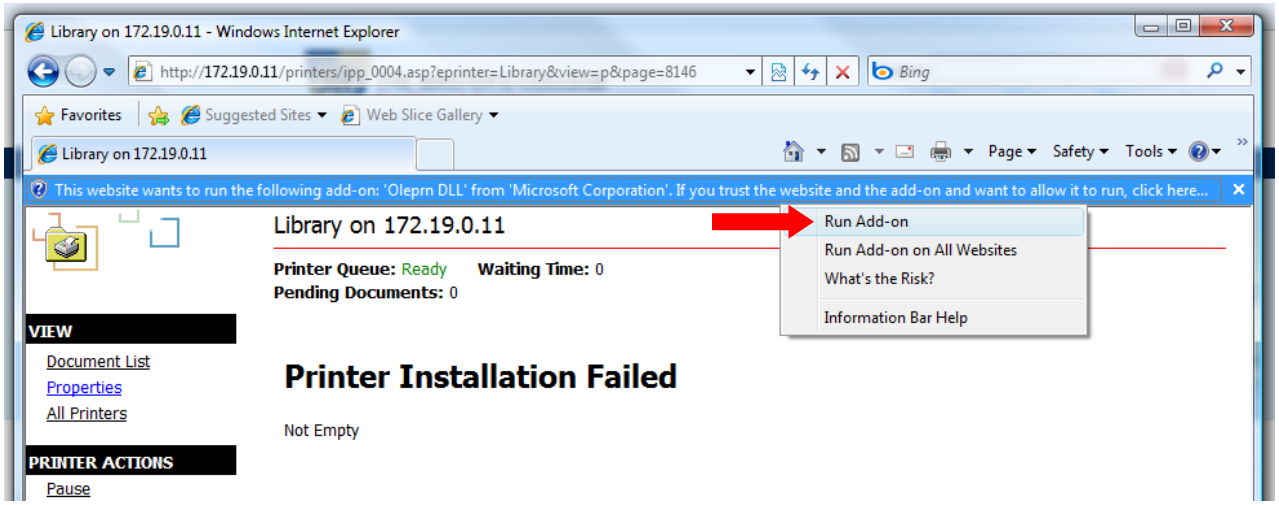
6) Click on the yellow Information Bar that drops down and select “Run Add-on”



7) Click “Run”

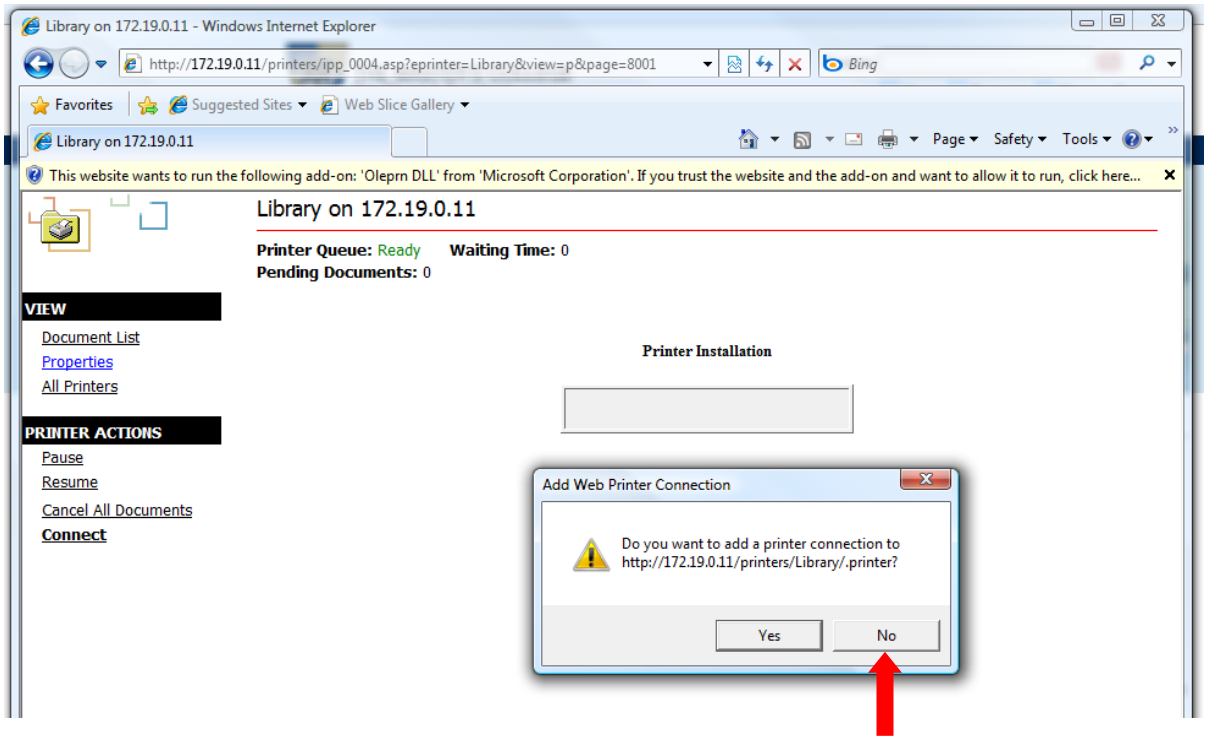
8) On the navigation menu to the left, click “Connect” (if you cannot see the Connect option, you did not correctly install the add-on from Step 6 – close Internet Explorer and start the installation process again)

9) Click on the yellow Information Bar that drops down and select “Run Add-on”

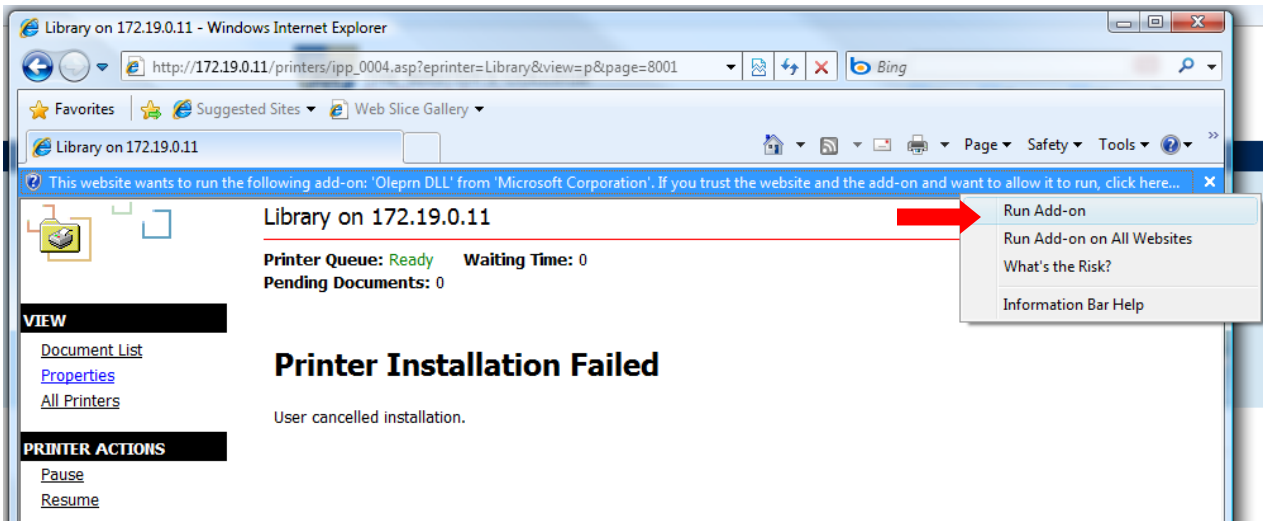


10) Click “Run”

11) On the navigation menu to the left, click “Connect” and then “No” on the box that pops up (there is one more add-on that needs installation)



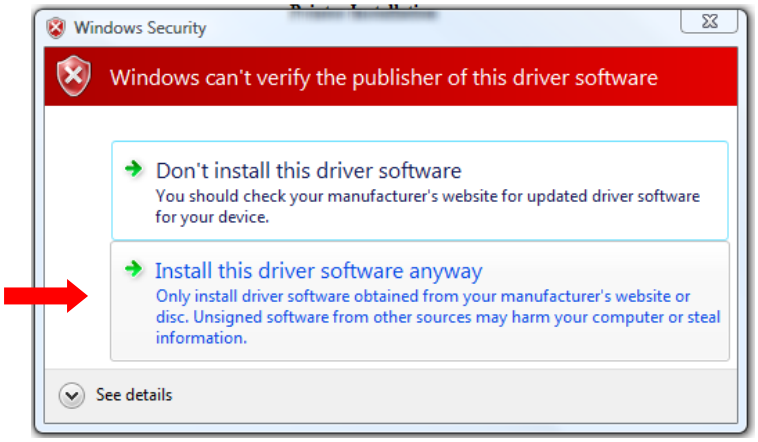
12) Click on the yellow Information Bar that drops down and select “Run Add-on”



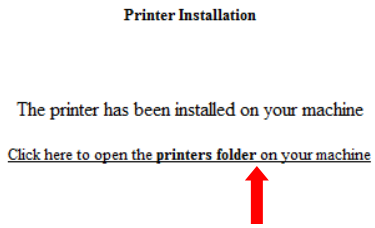
13) Click “Run”

14) On the navigation menu to the left, click “Connect” and then “Yes” on the box that pops up

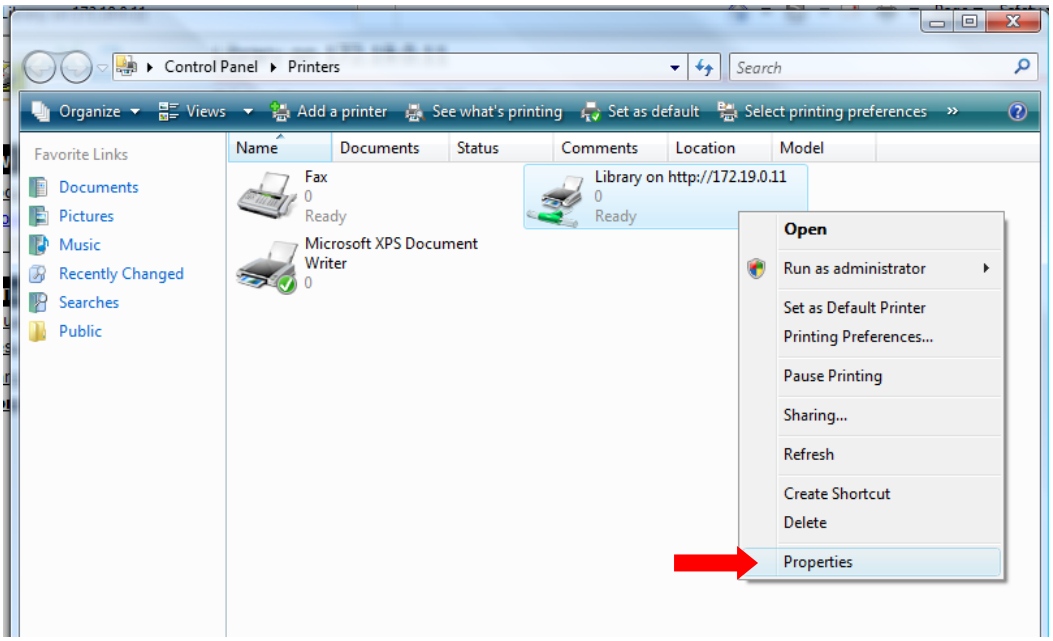
15) If Windows says that the printer driver is not verified, click “Install this driver software anyway”



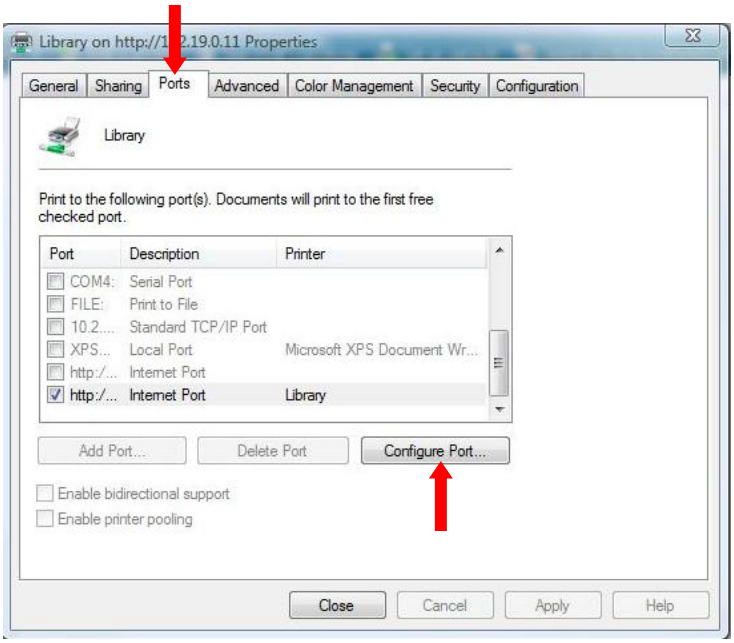
16) Once the printer installs, click on the link “Click here to open the printers folder on your machine”



17) Find the printer you just installed, right-click it and select “Properties”



18) Click the “Ports” tab on the Properties box and click “Configure Port”



19) Select the “Use the specified user account” option on the dialogue box that pops up, and enter your TMC username (including “@masters.edu” NOT “@mail.masters.edu”) and password

Your printer is now installed! If you would like to install another printer, repeat these instructions, skipping Steps 6-13. If you have any questions or problems installing the printers, email Computer Services at helpdesk@masters.edu