# Mapping a printer on a PC

To map a printer on your PC, follow these steps. Before beginning, be sure you're connected to the LMU\_OpenAccess wireless network (Note this was made on Win10 but is supported by Win7 and Win11.)

We will use a DCOM Harrogate printer as an example.

# 1. In the type here to search box type

## \\papercut.lmunet.edu\MFP240



2. Hit Enter and you should see your printer installing followed by small window that looks like the following image.

🚍 MFP240 on papercut.lmunet.edu					_		$\times$
Printer Document View							
Document Name	Status	Owner	Pages	Size	Subr	mitted $$	
<							>

3. You should now see the printer as an option when printing. To add your printer just replace the printer's name with the one you need. <u>\\papercut.lmunet.edu\printername</u>.

The Following are a list of student available printers and locations.

# Corbin:

MFP005CBN: Corbin Computer Lab

CVM: MFP091 Second Floor Lounge

DVTC: MFP221: DVTC-SA Student Lounge

# Main Harrogate Campus Printers:

# **DCOM Building**

MFP204: 2nd floor student lounge color printer/copier/fax MFP240: 2nd floor student lounge color printer/copier/fax P065: 2nd floor student lounge printer P139: 4th floor student workroom

Math and Science Building MFP189: MANS 425

Business Education Building MFP054: BE 209

Library

MFP074: 1st Floor Hallway P012: 1st Floor Computer Lab MFP044: 2nd Floor Medical Library

#### Duncan School of Law

MFP016DSOL: 1st Floor Library P027DSOL: 2nd Floor Outside the Study Rooms MFP015DSOL: 3rd Floor Student Work Area

## **Cedar Bluff Campus**

MFP006CB: Room 187

## **DCOMK** Campus

MFP003PS Dining Hall MFP004PS Next to Lecture Hall 2 MFP015PS Next to Lecture Hall 4 MFP017PS Library MFP026PS Building 2 Workroom 291

#### SMEC Campus MFP002SMEC 1st Floor Computer Lab

If you have any issues adding a printer, please call us at the LMU Helpdesk 423-869-7411 or please email us at <u>helpdesk@lmunet.edu</u>.