

Learn More: Network Printer Migration

Information Technology in the College of the Liberal Arts will be migrating the networked printers to a new print server to better manage and serve its customers. This migration will be completed by department to minimize impact and this guide will help make the transition seamless.

How does this Impact Me?

- ▶ If you are a Mac user you will **NOT** be impacted.
- ▶ All printers plugged directly into your computer are **NOT** impacted.
- ▶ You will **NOT** be able to print to a networked printer until you reconnect it.
- ▶ Your user code will need to be reentered if your network printer required one.

Connecting with a PC

If you are on a Windows machine, you can reconnect to a networked printer using the file explorer and navigating to the new print server at \\l2print

- 1 Click the "Start" button in the bottom left hand corner of your screen
- 2 Click the "Search Programs and Files" bar near the bottom of the start menu in Windows 7 or click inside the "Search the web and Windows" in Windows 10
- 3 Type \\L2PRINT into the text box and hit the enter key
- 4 In the window that appears double click the printer you wish to add

Which Printer do I Connect to?

Before the migration, it is a good idea to review what printers you use. Click the start menu and type "devices and printers" or open the control panel and you should see the option to open your Devices and Printers. You may want to take a picture or screen shot of the printer names. You can also go to the printer and capture its printer name from its display or label.

All network printer names follow a simple pattern after the server indicator: "L2"

Department and building are abbreviated and are followed by the room number and printer number.

In this example, L2ITLAGRL201P01 is the IT printer in 201 Greenleaf.

Old Name
LAIT-GRL-RM201C-PR003

New Name
L2ITLAGRL201P01

L2 ITLA GRL 201 P01
Department-Building-Room

Questions or need help? Call us at 865.3412 or email us at lahelpdesk@psu.edu