

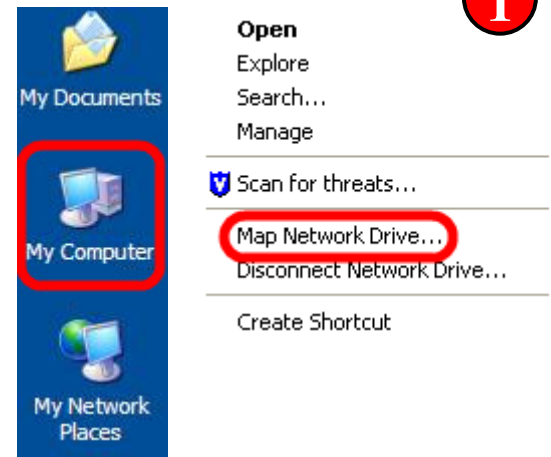
INSTALLING A NETWORK PRINTER ON A PERSONAL COMPUTER

Windows XP

Important: Your computer must be connected to the campus network before you attempt to add a network printer.

You must first map a connection to a campus network file share to verify your campus credentials.

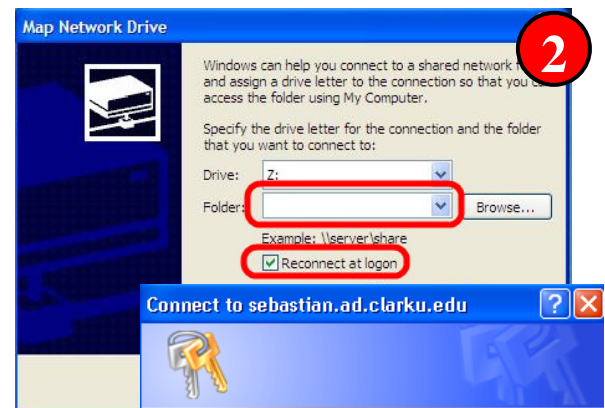
Step 1: From the desktop, right-click on the My Computer icon and click on *Connect to Network Drive*.



Step 2: A *Map Network Drive* dialog box will appear. (You do not have to change the Drive letter setting.) Enter the following information into the Folder field:

[\\cuprinters.ad.clarku.edu\access\\$](http://\cuprinters.ad.clarku.edu\access$)

Also verify that the *Reconnect at logon* option is checked, and then click the *FINISH* button to continue.

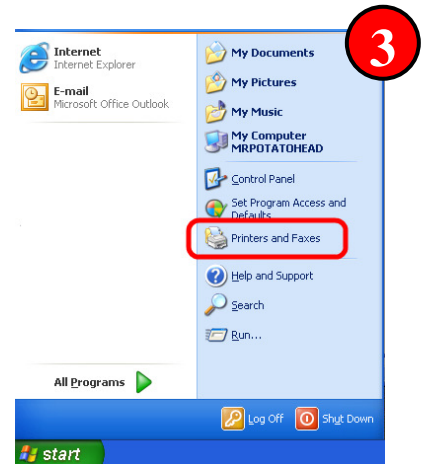


If you have any questions, or require further assistance, please contact the IT helpdesk@clarku.edu.

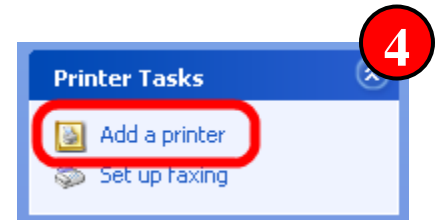
Step 3: A *Connect to...* dialog box will appear; you will need to enter your university network credentials to successfully connect to the file share.

- When entering the user name you must specify the domain.(e.g. *students\juser* or *clarku\juser*)
- Enter your password (check off the *Remember my password* box if you wish not be prompted each time you connect to the file share) and then click *OK*

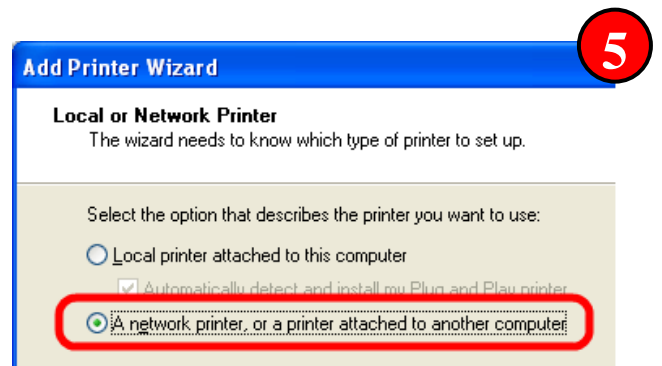
Step 4: From the START menu, click on *Printers and Faxes* (*Printers and Faxes* can also be found in the *Control Panel* folder).



Step 5: The Printers and Faxes window will open; click the *Add a printer* link in the left most part of the window.

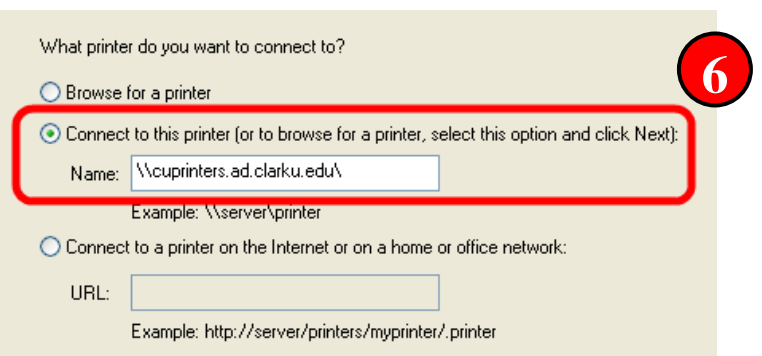


Step 6: Click the "Next" button in the Add Printer Wizard, and then select the *A network printer* option in the Local or Network Printer window, then click the "Next" button.



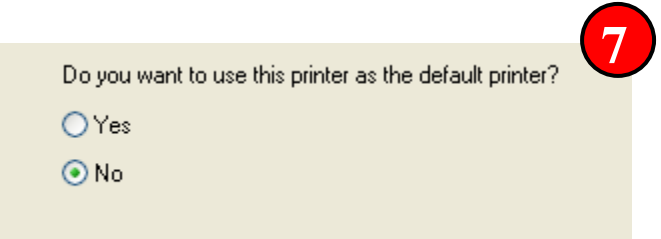
Step 7: Select the *Connect to this printer* radio button and fill in the "Name:" field with \cuprinters.ad.clarku.edu After typing the

If you have any questions, or require further assistance, helpdesk@clarku.edu.



last “\” character, a list of available network printers will show up as a drop down list. Select the appropriate printer by name, and then click the “Next” button.

Step 8: Select either the *Yes* or *No* radio button to determine if the printer will be set up as a default printer. Click the “Next” button to confirm and the “Next” button again to finish the printer installation.



Do you want to use this printer as the default printer?

Yes

No

If you have any questions, or require further assistance, please contact the ITS Help Desk at **508.793.7745** or helpdesk@clarku.edu.