

Printing to Network Printers from a Rensselaer Laptop (WinXP)

For printers you use on a regular basis, configure your Windows account and then install the printer driver intended for that printer on your laptop, as described below. If the printer has special features, such as two-sided color or large paper sizes (B size paper or the large-format, roll-feed plotters), you will then need to configure the printer driver to select those features.

If you occasionally use another printer, you can use the HP Mobile Printing drivers installed on your laptop. These generic drivers work for most black & white and color printers using standard 8.5" x 11" paper, but they will *not* work for printers with special features. Instructions for HP Mobile Printing are on the back of this sheet.

In either case, you will need to know the name of the printer you want. You can find a list of the public printers at the URL: <http://www.rpi.edu/computing/printing/publicprinters.html>.

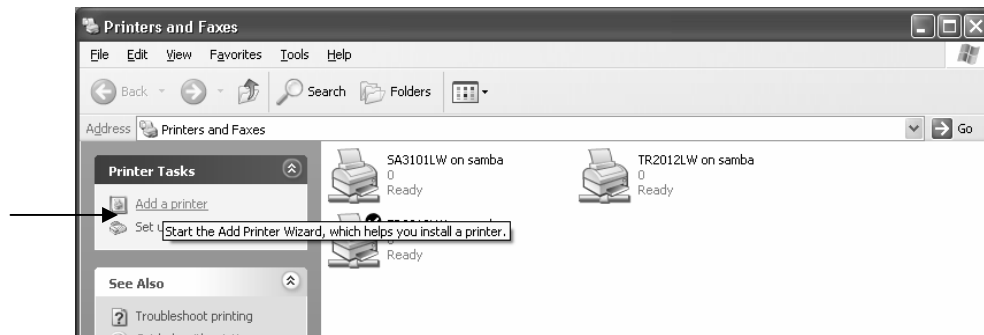
Configuring your Windows account

- **Start** → **Control Panel**, double click **User Accounts**
- In the User Accounts window, under **pick an account to change**, click on your RCS userID name.
- On top left of screen, under "Related Tasks," click on **Manage my network passwords**.
- When "Stored User Names and Passwords" window appears, click on **Add**.
In "Server" field, enter: **pmanager.win.rpi.edu**.
In the "User" name field, enter: **win\youruserid** (for example, win\smithq3)
In the "Password" field, enter: your 8-character RCS user ID password.
Click **OK**.

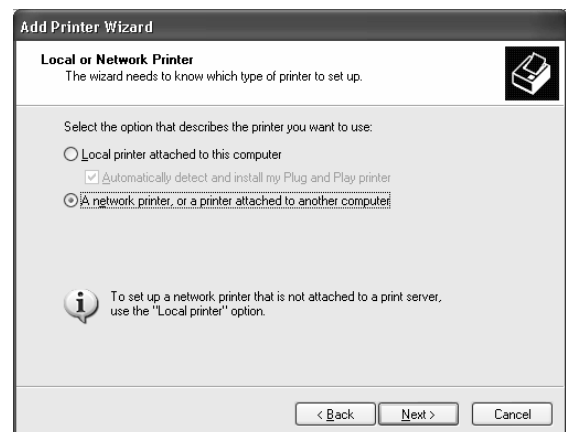
Installing a Printer Driver on your Laptop

From the **Start** menu, select **Printers and Faxes**.

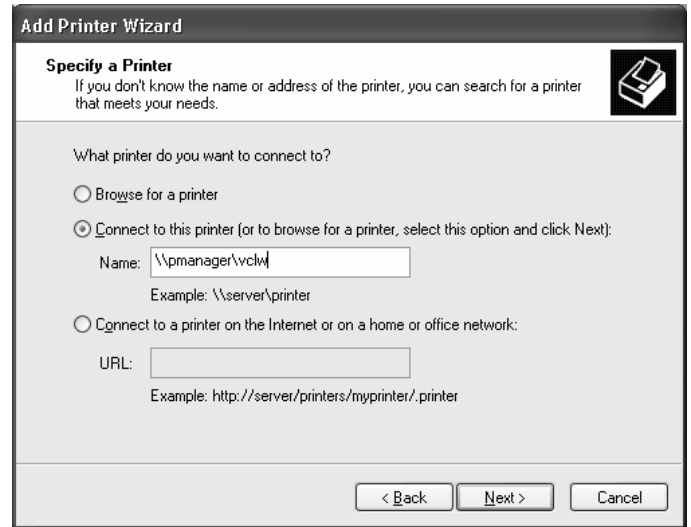
1. When the Printers and Faxes window appears, select **Add a printer**; it should appear as the first item.



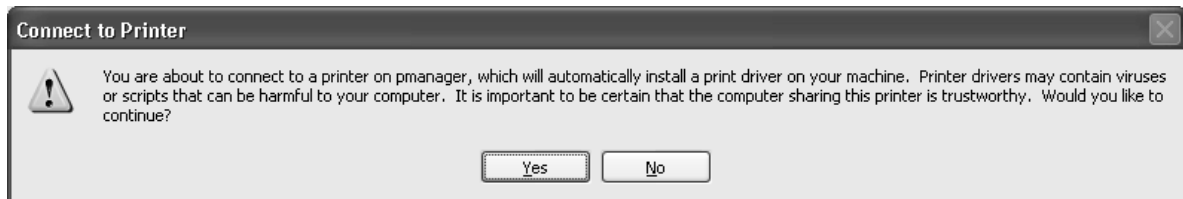
2. When the *Add Printer Wizard* opens, click **Next>**.
3. In the next window, select "**A network printer...**" to connect to one of the RCS public printers. Click **Next>**.



- In the next window, select "Connect to this printer...". The "Name" field requires the network address of the printer, which is defined by the server name (`\\pmanager\`) followed by the RCS printer name. After either selecting or typing `\\pmanager`, type the ending **backslash** (`\`). After you do this, a drop-down list of printer names will appear, allowing you to select one. The example below shows the two-sided printer in the VCC machine room, named `vclw`, but you can substitute the name of any printer in the list. After selecting the printer name, press **Next**>.
[If you are prompted for your user ID and password, enter `win\xxxxxx` for your user ID (where `xxxxxx` is your RCS userID) and enter your 8-character RCS password for the password.]



- A window similar to the one below will open warning you about viruses and asking if you want to continue. Click **Yes**.



- Next, a window will open asking if this should be your default printer. Unless this is the printer you use most often, select **No**. Click **Next**>.
- On the final screen, click **Finished** to complete the installation. The printer is now installed and can be selected from within application programs in Windows.

Using HP Mobile Printing

From your application's **File** menu, select **Print**. In the Print window, you will see "HP Mobile Printing" displayed in the box near the top. Click **OK**. The HP Mobile Printing window will appear, as shown. In the box that says, "Enter a printer's network address", type `\\pmanager\` followed by the name of the printer you want. For example, to use the two-sided printer in the VCC machine room, type `\\pmanager\vclw`, and click **Print**. After doing this once, that printer name will be included in the drop-down list.

