

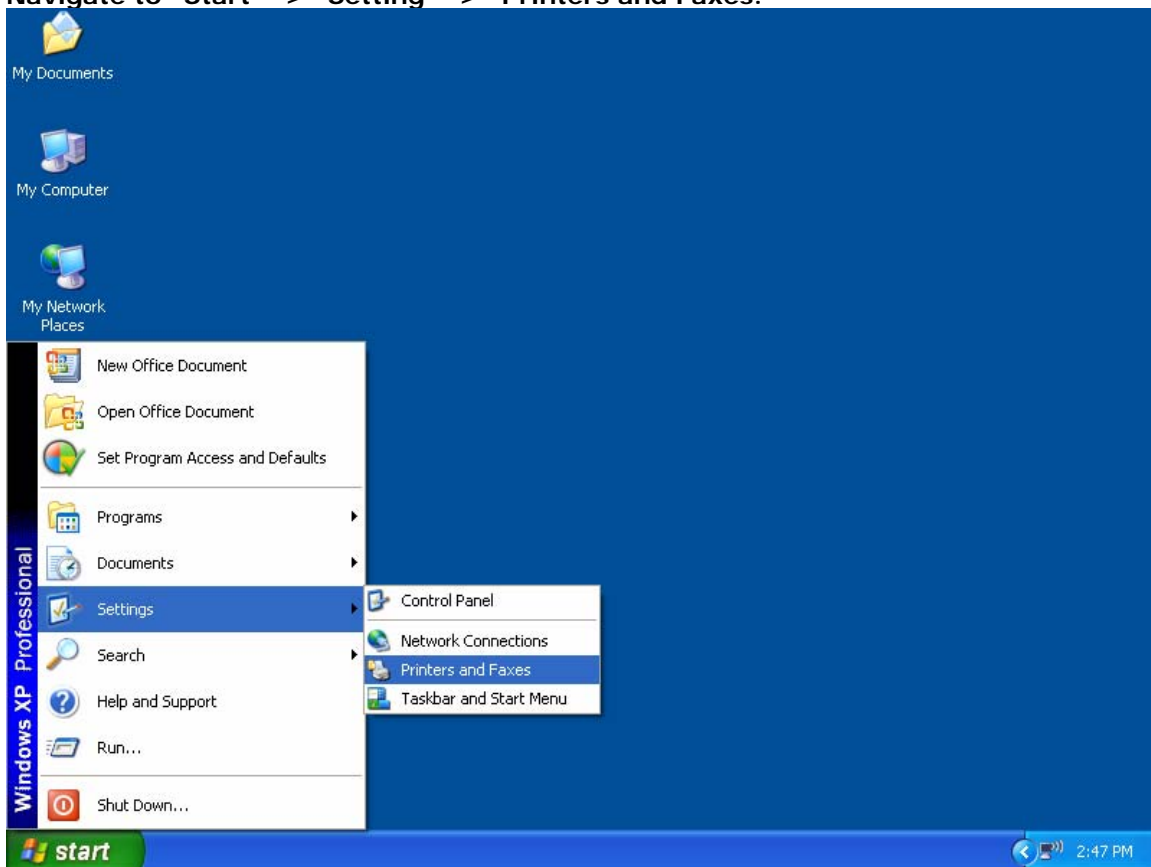


RU Wireless

Follow these instructions to add a printer while connected to RU Wireless.
These instructions are intended for computers running Windows XP.
Follow these instructions to add a printer.

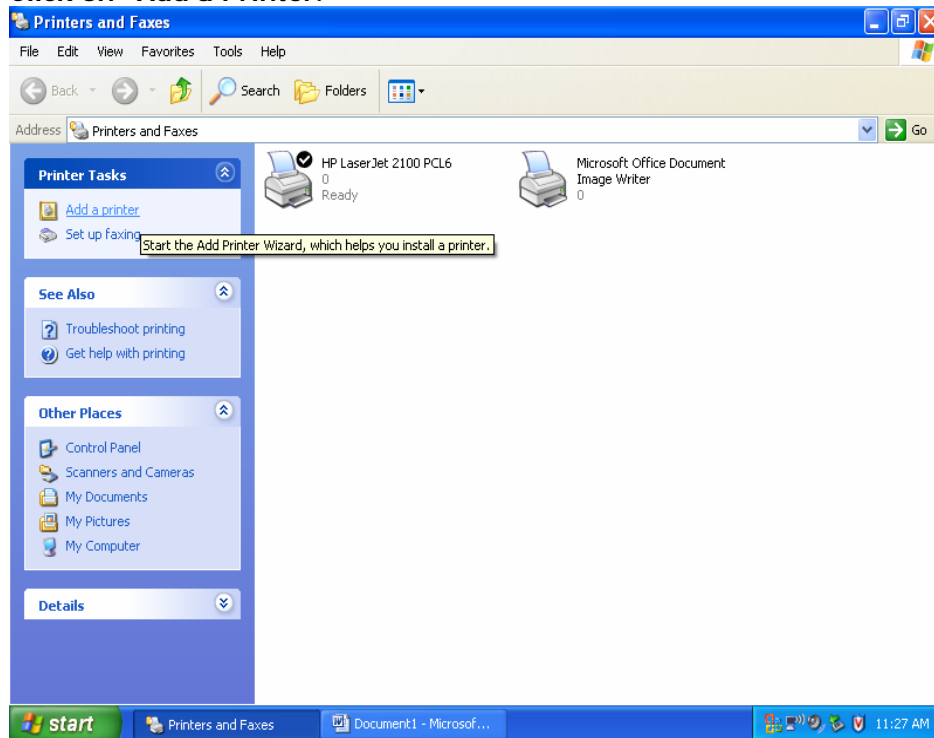
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Navigate to "Start" -> "Setting" -> "Printers and Faxes."



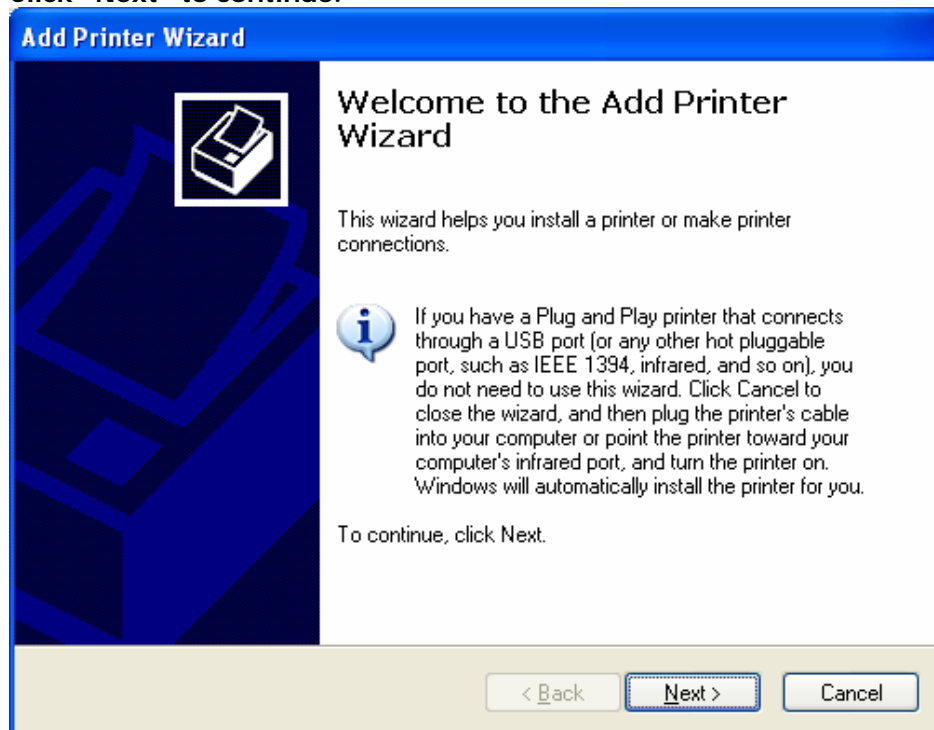
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Click on "Add a Printer."



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Click "Next" to continue.



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Select "A network printer" from the options listed and then click "Next."

The screenshot shows the 'Add Printer Wizard' dialog box with the title 'Add Printer Wizard'. The main heading is 'Local or Network Printer' with a sub-heading 'The wizard needs to know which type of printer to set up.' and a printer icon. Below this, it says 'Select the option that describes the printer you want to use:'. There are three radio button options: 'Local printer attached to this computer', 'Automatically detect and install my Plug and Play printer' (which is checked), and 'A network printer, or a printer attached to another computer' (which is selected). An information icon and text state: 'To set up a network printer that is not attached to a print server, use the "Local printer" option.' At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

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Click on "Connect to this printer (or to browse for a printer, select this option):" option. Next, copy the printer name into the "Name:" box. A list of printers are below.

Richardson Hall	Vanackran Hall	Library	Sedgwick Hall	Conway Hall
\\ric-fap1\ric110p1	\\van-fap1\van310p1	\\sed-fap1\liblabp1	\\sed-fap1\sed307p1	\\con-fap1\con100p1
\\ric-fap1\ric203p1	\\van-fap1\van401p1	\\sed-fap1\lib001p3	\\sed-fap1\sed308p1	\\con-fap1\con104p1
\\ric-fap1\ric205p1				\\con-fap1\con402p1

The screenshot shows the 'Add Printer Wizard' dialog box with the title 'Add Printer Wizard'. The main heading is 'Specify a Printer' with a sub-heading 'If you don't know the name or address of the printer, you can search for a printer that meets your needs.' and a printer icon. Below this, it says 'What printer do you want to connect to?'. There are three radio button options: 'Browse for a printer', 'Connect to this printer (or to browse for a printer, select this option and click Next):' (which is selected), and 'Connect to a printer on the Internet or on a home or office network:'. Under the selected option, there is a 'Name:' text box with an example '\\server\printer'. Under the other option, there is a 'URL:' text box with an example 'http://server/printers/myprinter/.printer'. At the bottom are buttons for '< Back', 'Next >', and 'Cancel'.

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After you have copied the name into the box, click Next.

Add Printer Wizard

Specify a Printer
If you don't know the name or address of the printer, you can search for a printer that meets your needs.

What printer do you want to connect to?

Browse for a printer

Connect to this printer (or to browse for a printer, select this option and click Next):

Name:

Example: \\server\printer

Connect to a printer on the Internet or on a home or office network:

URL:

Example: http://server/printers/myprinter/.printer

< Back Next > Cancel

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Next, you will have to enter rockhurst\ followed by your username and password. Click "OK" when finished.

Connect to file2.rockhurst.edu

Connecting to joseph

User name:

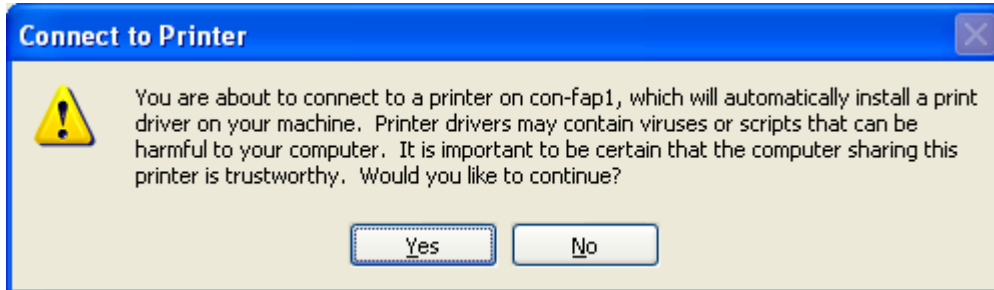
Password:

Remember my password

OK Cancel

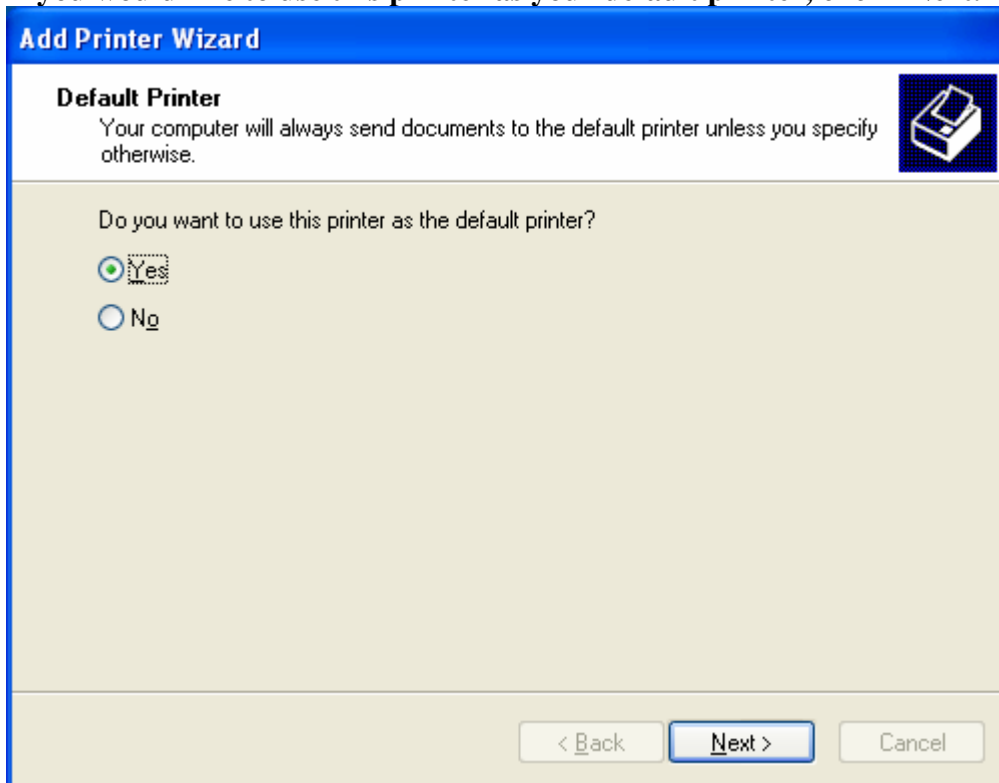
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Click “Yes” to continue.



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If you would like to use this printer as your default printer, click “Next.”



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Click “Finish” to continue. You are now able to print to the printer that you have added.

