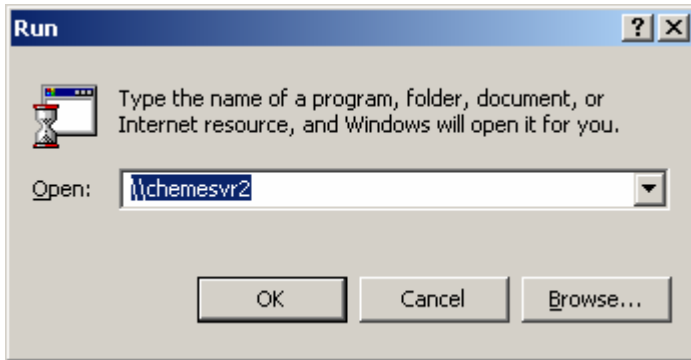


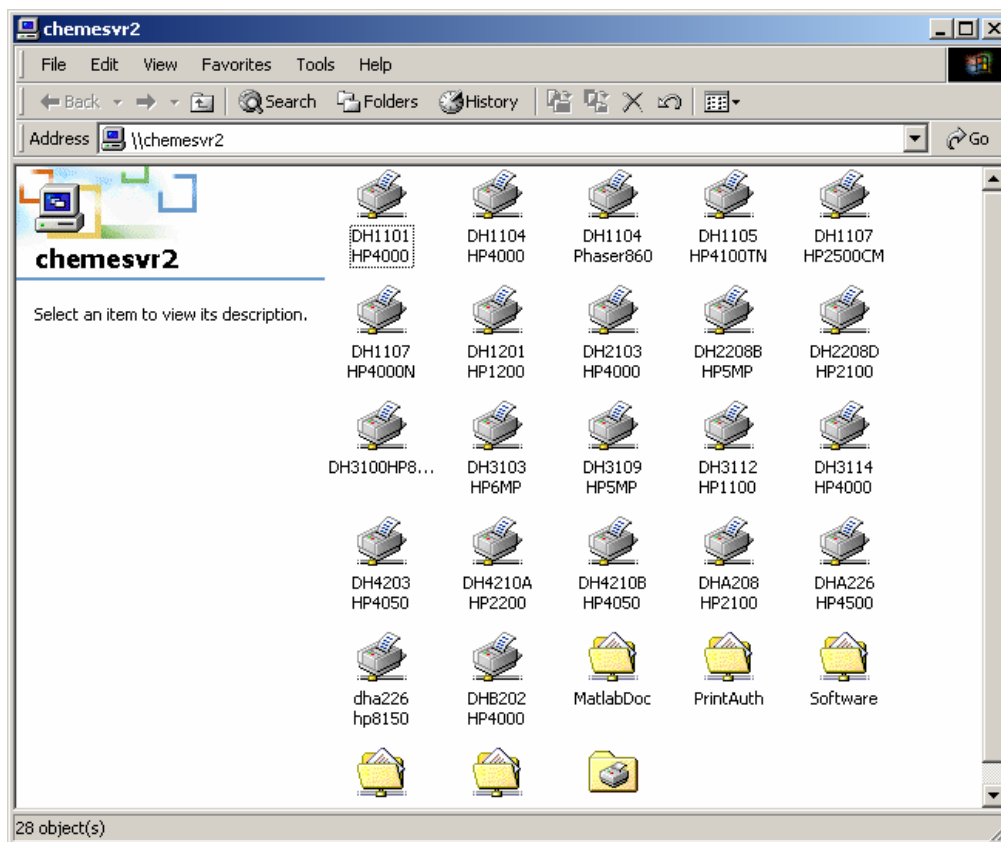
The Chemical Engineering Department is changing the server on which the printers are located. These changes are necessary because the Department is upgrading the software on the servers and adding a new print accounting system. The Department's Computing Services Office is doing this to better serve its users.

Using New Printers from Cluster Computers

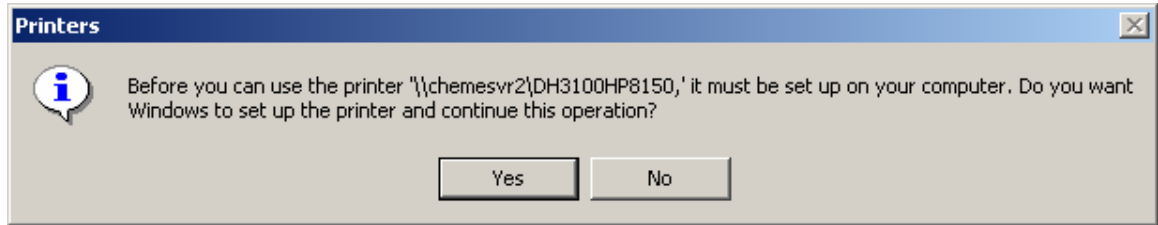
1. Click start and then click run.
2. Type \\chemesvr2 into the box as shown below.



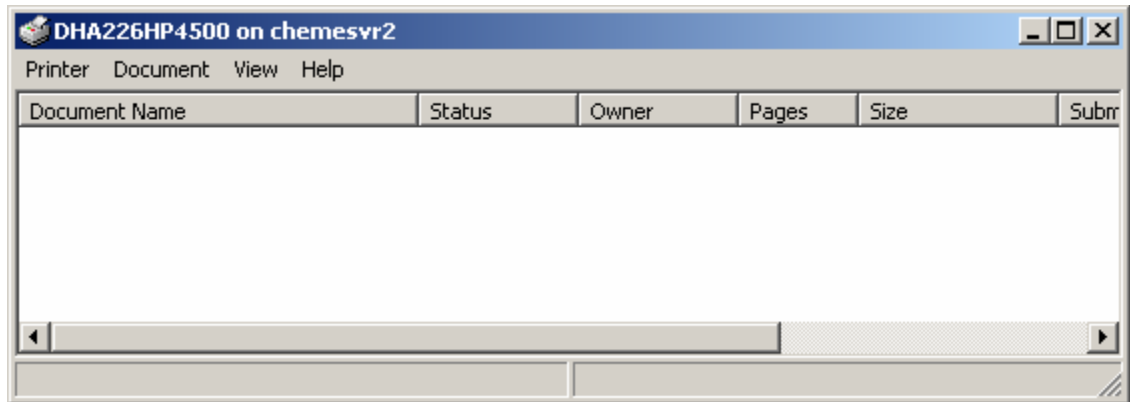
3. Click "OK" and the "chemesvr2" window will pop up as shown below.



5. Double click on the printer you will use.
Note: Printers are named according to room or corridor number as well as make and model. DH3100HP8150 is a restricted access printer. Only certain users will have access to this printer.
6. You will be prompted with a box titled “Printers” as shown below.



7. Click “Yes” to complete the installation process.
8. If you have connected to the printer properly, a window titled “Printer name’ on chemesvr2” will pop up as shown below.



You will now be able to print on the Chemical Engineering Department printers.

After installing the new printers, you may delete any of the old printers listed as “Printer Name” on M1. The old printers will no longer work after Feb 28, 2003.