

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.

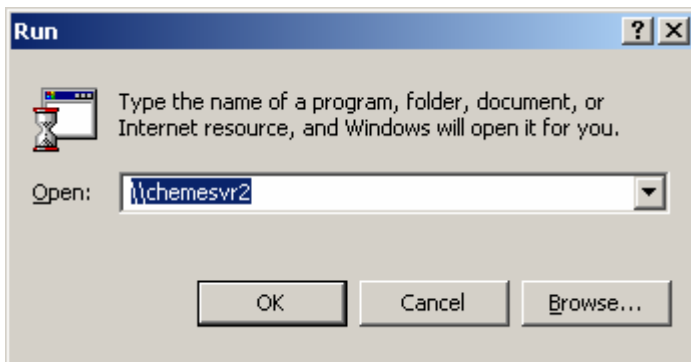
All non-domain users must complete the following two part set-up process in order to use the Chemical Engineering Department printers.

## Section I: Windows 2000

### Part One: Setting up a dummy share

*Note: The dummy share is necessary in order to validate your username and password with the new cheme server each time you login.*

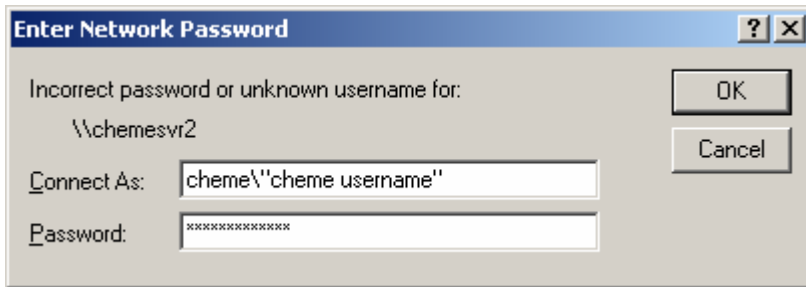
1. Click start and then click run.
2. Type \\chemesvr2 into the box as shown below.



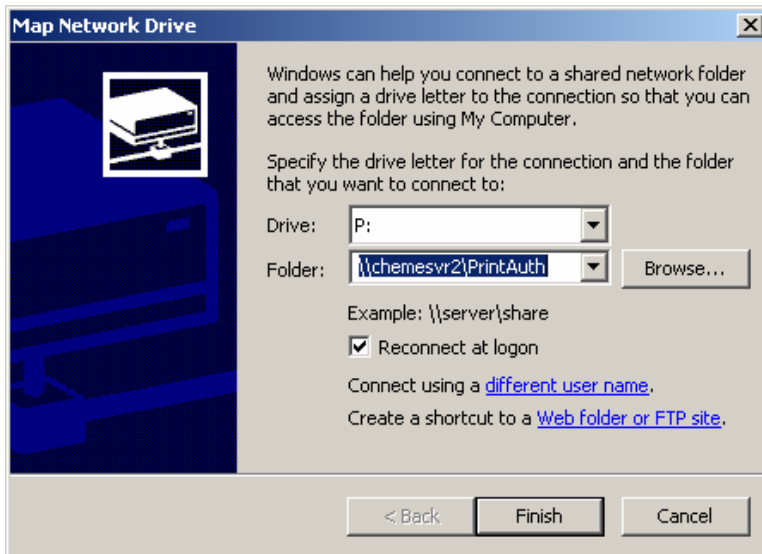
3. You will be prompted with a box titled Enter Network Password as shown below.



4. In the “Connect As” box type chemead\“cheme username,” replacing cheme username with your own cluster username.
5. In the “Password” box type your cluster password as shown below.

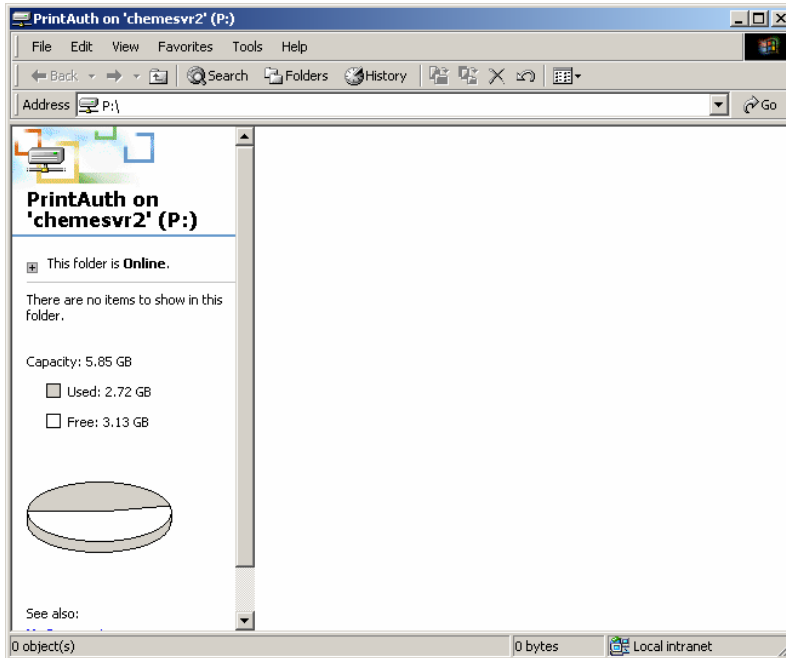


6. On the desktop, right click the icon entitled “My Network Places” and select “Map Network Drive.”
7. You will be prompted with a box titled Map Network Drive as shown below.



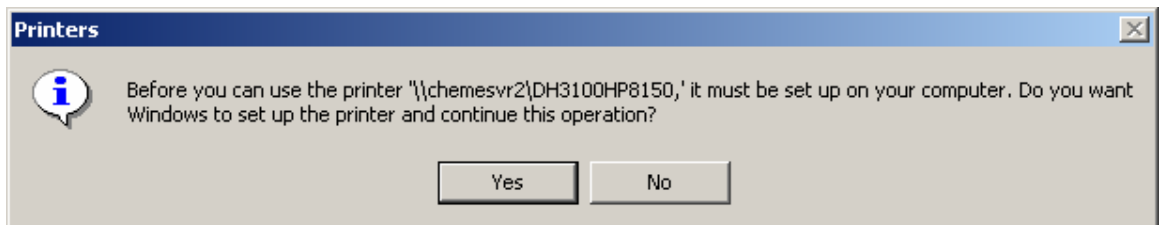
8. In the “Drive” box select “ P: ”
9. In the “Folder box” type “ \\chemesvr2\PrintAuth ”
10. Click the “Reconnect at logon” box.
11. Click “Finish.”

12. If you have mapped the drive correctly, a window titled “PrintAuth on ‘chemesvr2’ (P:)” will pop up as shown below.

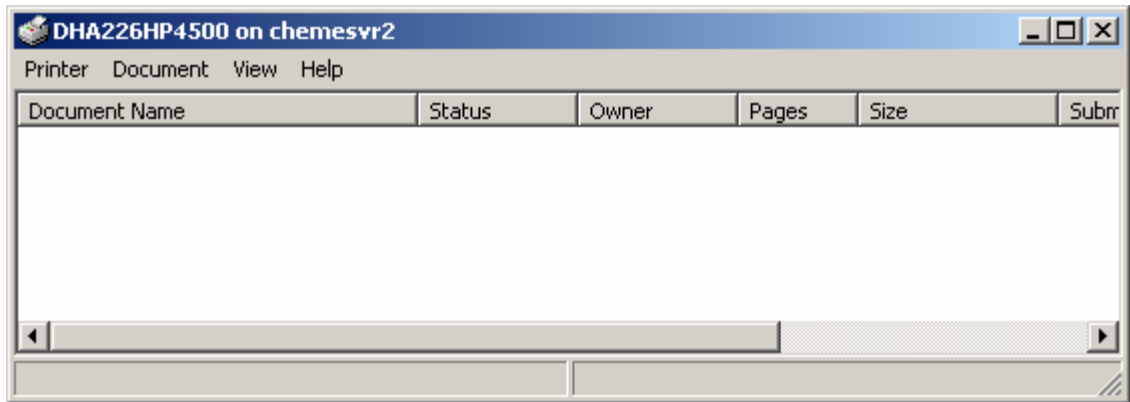


## Part Two: Connecting to the Printer

1. Switch back to the “chemesvr2” window.
2. 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.*
3. You will be prompted with a box titled “Printers” as shown below.



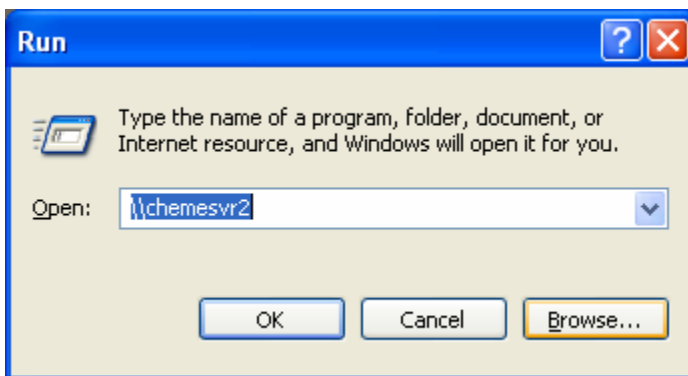
4. Click “Yes” to complete the installation process.
5. If you have connected to the printer properly, a window titled “Printer name on chemesvr2” will pop up as shown below.



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

## Section II: Windows XP

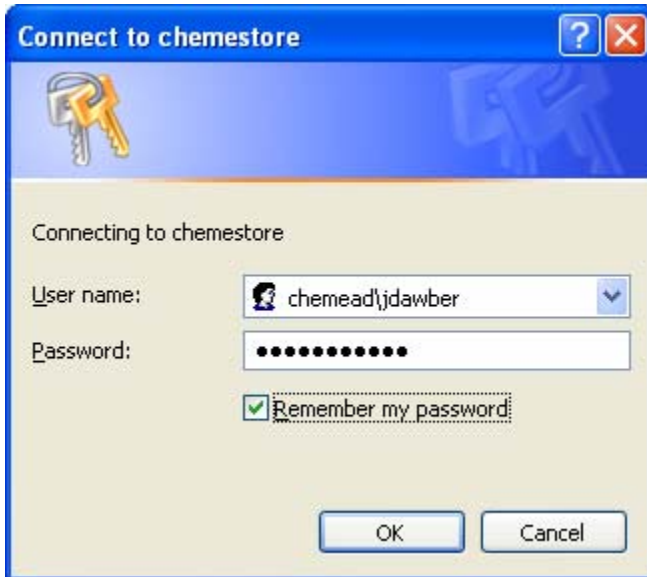
1. Click start and then click run.
2. Type \\chemesvr2 into the box as shown below.



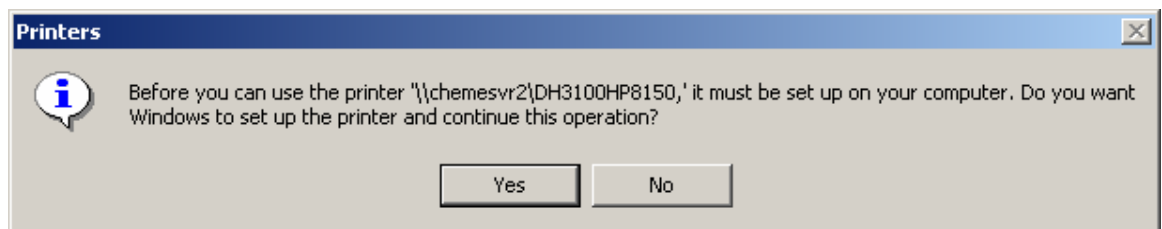
3. You will be prompted with a box titled Enter Network Password as shown below.



4. In the “Connect As” box type chemead\“cheme username,” replacing cheme username with your own cluster username.
5. In the “Password” box type your cluster password as shown below.
6. Check the box that says “Remember My Password”

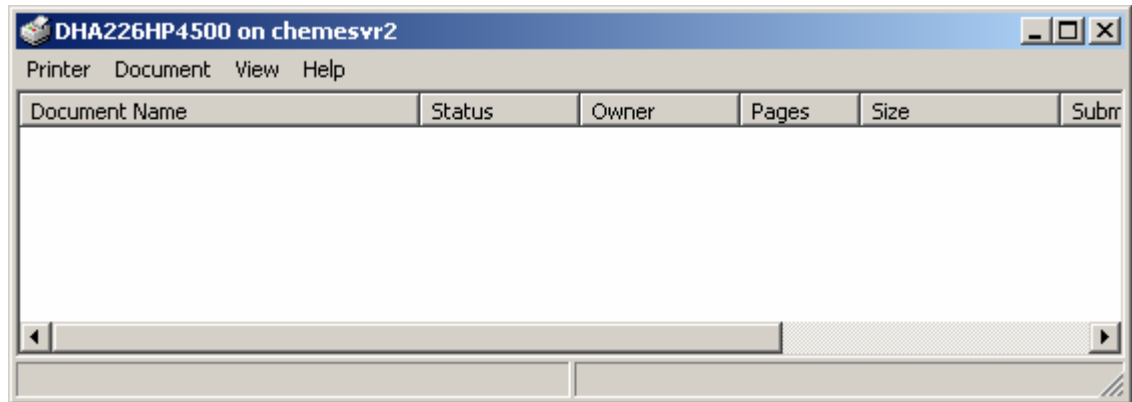


7. Switch back to the “chemesvr2” window.
8. Double click on the printer you will use.  
*Note: Printers are named according to room or corridor number as well as make and model. DH3100HP8150 is a restricted access printer. Only certain users will have access to this printer.*
9. You will be prompted with a box titled “Printers” as shown below.



10. Click “Yes” to complete the installation process.

11. 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.