

Printing from Your Wireless Laptop using Windows XP

Students may connect to a network printer from their wireless laptop computer. Windows XP is required and you must be connected to one of Alverno's wireless access points.

Printers are available in the Computer Center, the Library and the Media Hub. Pcounter will charge your 400-page printing quota for any printing done from your wireless laptop.

To connect your Windows XP-based laptop to a network printer, follow these instructions.

1. Click **Start--Run** and type `\\stu1srv`, then press **Enter**.
2. Your computer should ask you for a username and password. Use your network username but precede your username with "**ALVERNO**". (For example, if your username was anthonsb, you would enter ALVERNO\anthonsb.) Enter your password.
3. If available, check to have Windows remember your logon, then click **OK**.
4. A window should appear with a list of available printers. Right-click on the printer you wish to use and choose **Connect**.

In the Computer Center, choose **TL10B-HP4515** (Main Lab)

In the Library, choose **LALIB-LXT634** (Library Reference Room)

In the Media Hub, choose **TL114D-LXT640** (Media Hub black & white printer)

5. A dialog may appear notifying you that "You are about to connect to a printer on Alverno, which will automatically install a print driver on your machine." Click *Yes* to proceed.

Only Windows XP *Pro* users will truly have the option of saving passwords. Windows XP *Home* computers don't remember passwords and may not reconnect with print devices after a restart. The printer object would remain in your *Printers and Faxes*, but would indicate "Access has been denied, unable to connect." To remedy this, perform steps 1, 2, and 3 above to reconnect with our server each time you restart and need to print. Simply close the window with the list of available shares and printers once it appears.

To disconnect from a printer you no longer wish to use, open *Printers and Faxes* from your Control Panel. Right-click on the printer you no longer need and select *Delete*.