

Wireless Printing on the Carroll College Campus

Step 1: Log on to CC HaloNet or CC ResNet

Step 2: Connect to the print server

2-1: Open My Computer

2-2: Click on the *Tools* menu and select *Map Network Drive...*

2-3: In the Folder box, type [\\mars.carroll.edu\ccresnet\\$](\\mars.carroll.edu\ccresnet$) then click *Finish* (yes, it's ResNet – you can use these same instructions to print to your dorm printer)

2-4: In the Connect As box, type your email address e.g. jdoe@carroll.edu

2-5: In the password box, type your password then click *OK*

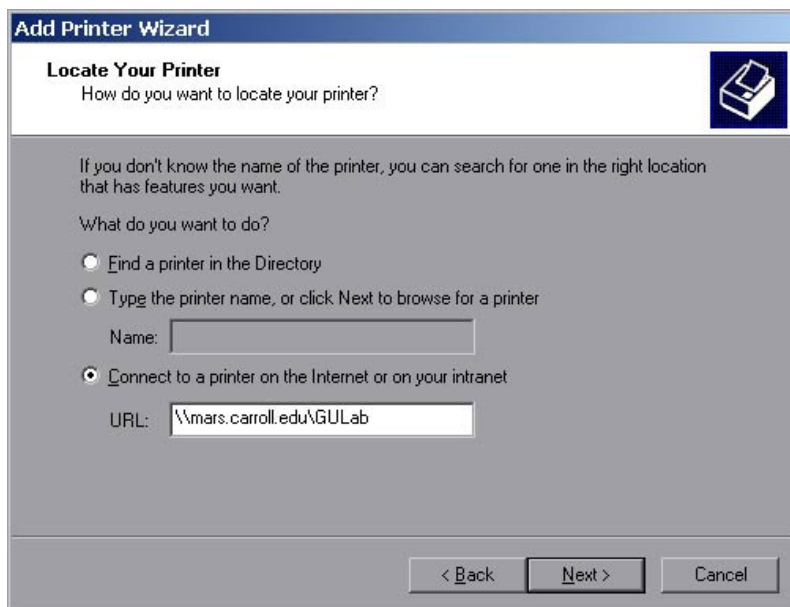
Step 3: Connect to your dorm lab printer

3-1: Click Start, go into Settings, and click on *Printers*

3-2: Double-click *Add Printer*

3-3: Click *Next*, then click *Next* again

3-4: Type in the path to your dorm lab printer like the in the picture below:



- For Guadalupe, use <\\mars.carroll.edu\GULab>
- For Borrromeo, use <\\mars.carroll.edu\BOLab>
- For St. Charles, use <\\mars.carroll.edu\CHLab>
- For Trinity (South Hall), use <\\mars.carroll.edu\TRLab>
- For the Library Lab Upstairs, use <\\mars.carroll.edu\LIUpHP>
- For the Library Lab Downstairs, use <\\mars.carroll.edu\LIDownLex>
- Click *Next*

3-5: Do you want to use this printer as your default printer? It's up to you, select Yes or No, click *Next*

3-6: Click *Finish*

What's the catch?

Simple, before you can print, you will need to connect to the print server as described in Step 2.

Do I need to connect to the printer server before I print each paper, or just once for the day? You can connect once for the day, or just at those times you need to print something. As long as you do not disconnect from the network, you should be able print all day long. When you disconnect from the network, all your connections are removed.

Tip: Once you have successfully mapped the network drive, the next time you need to map it, the path should be in the drop-down list for the Folder box, so you shouldn't need to type it in every time.