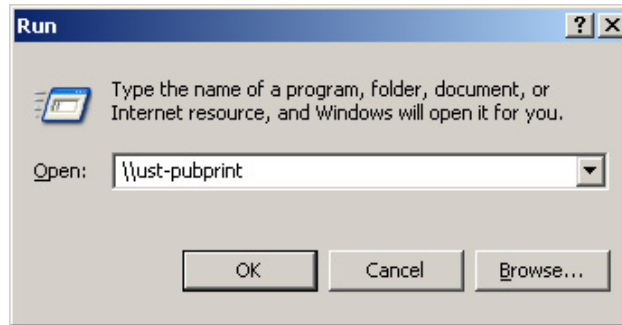


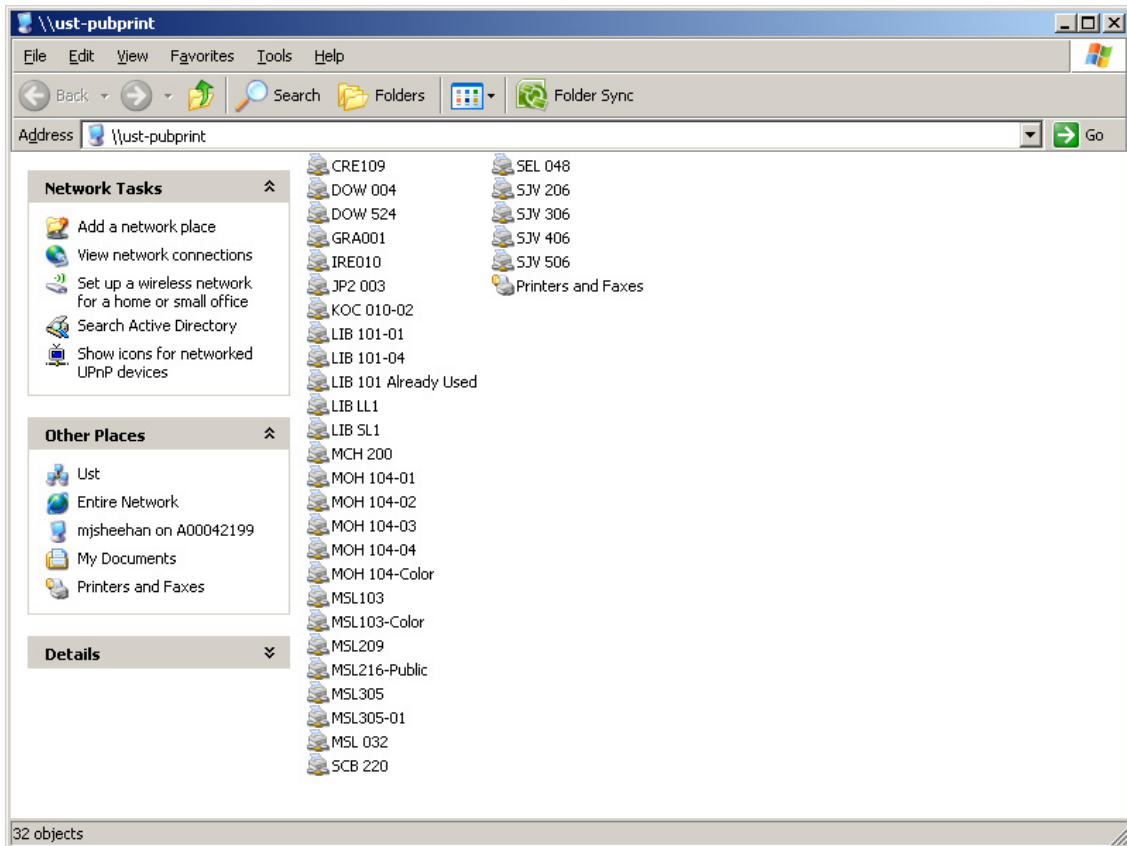
To add a UST network printer to your Windows 2000/ XP/Vista personal computer

- 1) The first step is to log into the UST Network and agree to the acceptable use policy.
- 2) Hold down the “windows” key and type the letter “r”,
- 3) In the “Open:” field, enter [[\\ust-pubprint](#)], hit “OK”,



Note to Vista users: You may be asked to authenticate after this step. Please see step #5 and then resume this process back at step #4 if you need to authenticate after step #3.

- 4) Locate the printer you wish to add, and double click on its icon to map it to your computer.



- St. Paul North Campus printers:

DOW 004	LIB SL1
DOW 524	MCH 200
IRE010	SCB 220
JP2 003	SJV 206
KOC 010-02	SJV 306
LIB 101-01	SJV 406
LIB 101-04	SJV 506
LIB 101 Alreadyused	SEL 048
LIB LL1	

- St. Paul South Campus printers:

GRA001	CRE109
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- Minneapolis Campus printers:

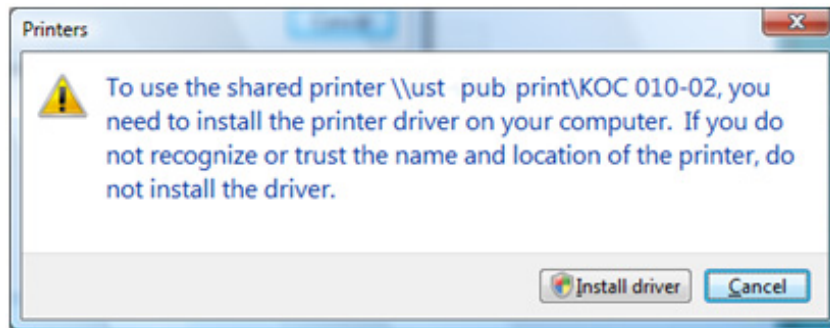
MOH 104-01	MSL216-Public
MOH 104-02	MSL305
MOH 104-03	MSL305-01
MOH 104-04	MSL 032
MOH 104-Color	
MSL103	
MSL103-Color	
MSL209	

5) At the *Connect to ust-pubprint.stthomas.edu* window, login with your UST NetID and Password. It is important to enter the “UST”, as shown in the example below, before your NetID.

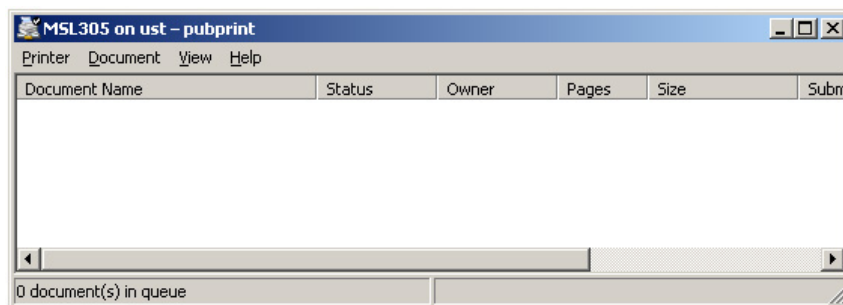


6) Click “OK”.

6a) **VISTA OS Only:** A dialog box may appear notifying you that Vista needs to install a printer driver (if it is not already on your system). Click “Install driver”.



7) Once the printer is finished mapping, it will launch a new window, as shown below. The window can be left open, or closed.



8) Repeat steps #4-6 for any additional printers you may wish to add.

IMPORTANT NOTE!!! Steps #1-6 will need to be repeated each time you are connected to the UST network.

If you have problems printing, please call the Tech-Desk at (2-6230) or e-mail us at irthelp@stthomas.edu.