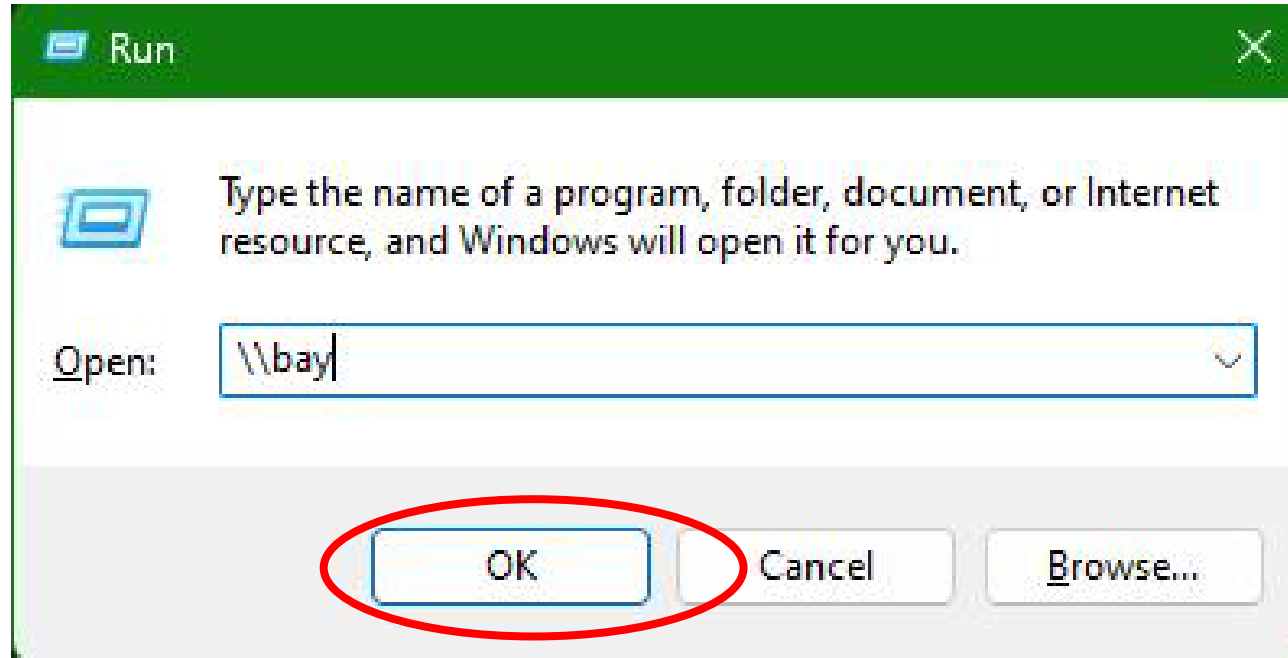


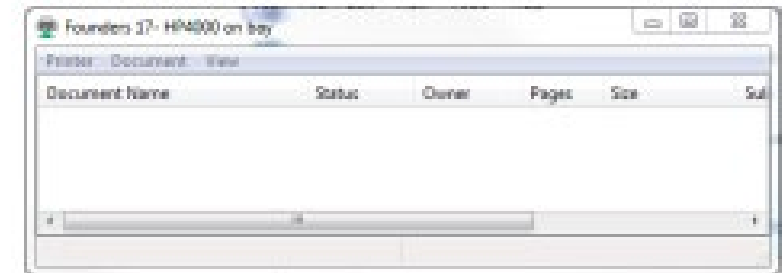
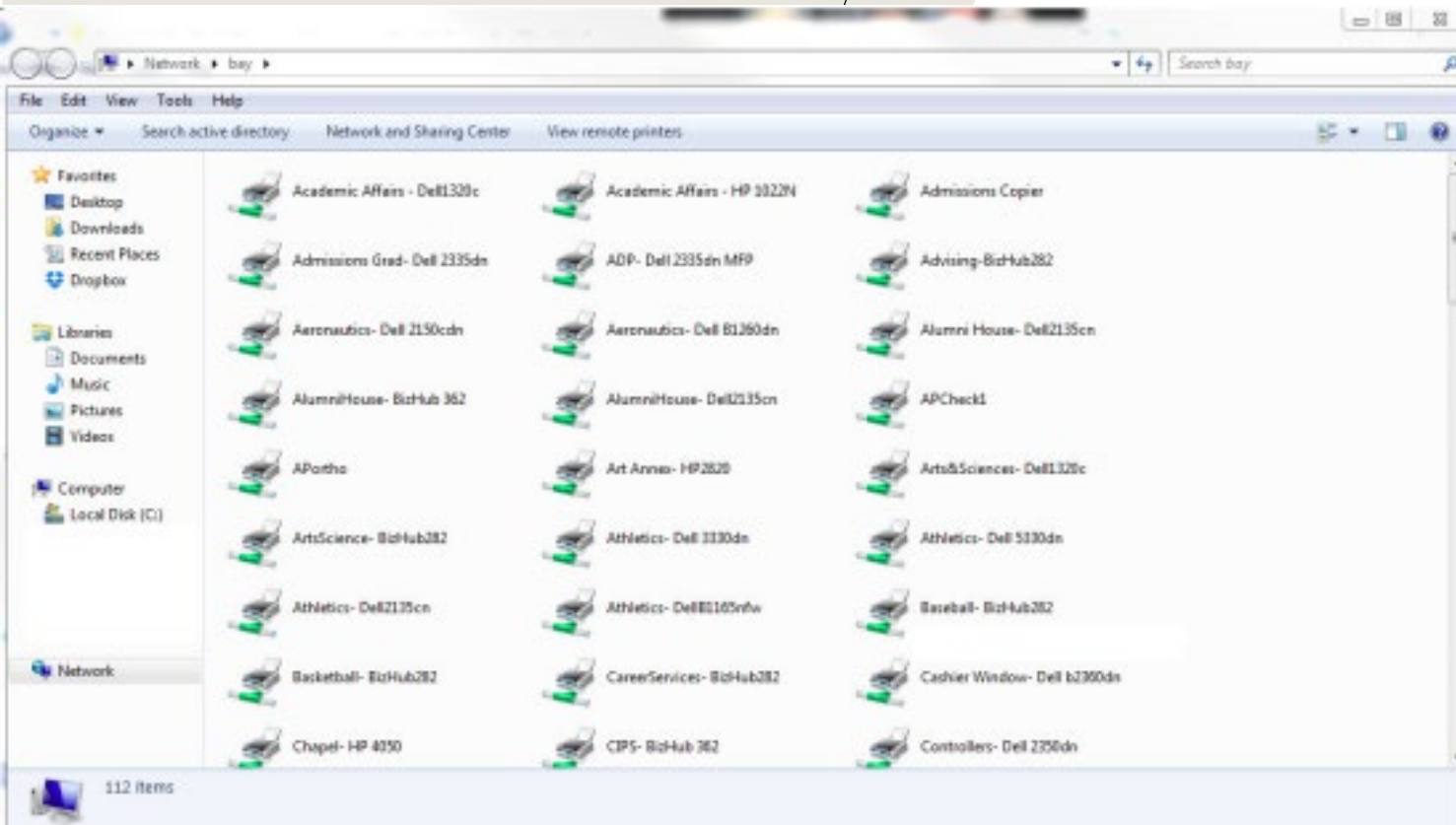
HOW TO: MAP A NETWORK PRINTER

"Press (Windows Key + R), type \\bay into the box that appears, and press enter" Along with this screenshot



Once you have \\bay typed in, press ENTER on your keyboard. You should get the following window.

In this window, scroll through and find the printer you would like to install. Once you have located the printer, **DOUBLE CLICK** the icon for the printer. When the printer is installed, you will get a blank white window like the one below:



Once you receive this window, the printer is installed. Close the window and you are now able to print to this printer.

PLEASE NOTE: The printer installation is per profile. This means the printer is ONLY installed in your login user name for that particular computer. If you use multiple computers or there are multiple users for the computer that need to access this printer, the printer will need to be installed for each user ID on each computer.

If you require to install a network printer on a Apple computer, please contact the IT Helpdesk at (904) 256-7200 or at helpdesk@ju.edu. Installation of network printers are a little different on Apple Computers. A technician might need to come out to install the correct drivers before the Apple Computer can print to the printer needed.