

Installing a Public Printer

using Windows XP

1. Click on **Start**.
2. Click on **Run**.
3. In the Run command box, type: [\\calcium](#) and click “OK.”
4. All the printers on the Calcium server will display. Find the printer you want to install and double click on the printer icon. When the printer window opens, the printer is installed.
5. If you know the name of the printer you want to install, you can enter it directly into the command box: For example, to install printer C203, enter the command:
[\\calcium\c203](#)

Note: You can only add a printer if you have permission to use it. Public printers are available to everyone. They are: C203 (Help Desk), E152 (Engineering Building Computer Lab), M113a (Library), APTN1 (North Housing), and APTS (South Housing).

Note: To install a printer on a non-LTU laptop (a personally owned laptop) you will need to authenticate using your login ID and password. When prompted for a User Name and password, enter “[campus\your login ID](#)” in the User Name box and your password in the password box.

To see all your installed printers:

1. Click on the **Start** button.
2. Click on **Printers and faxes** and all installed printers and corresponding status messages will display.

To set a default printer:

1. From the “Printers and Faxes” menu, right click on the printer you want as your default printer. A menu will appear.
2. From the menu, select “**Set as Default printer.**”
3. A checkmark in a black circle will appear indicating the printer is the default printer.