

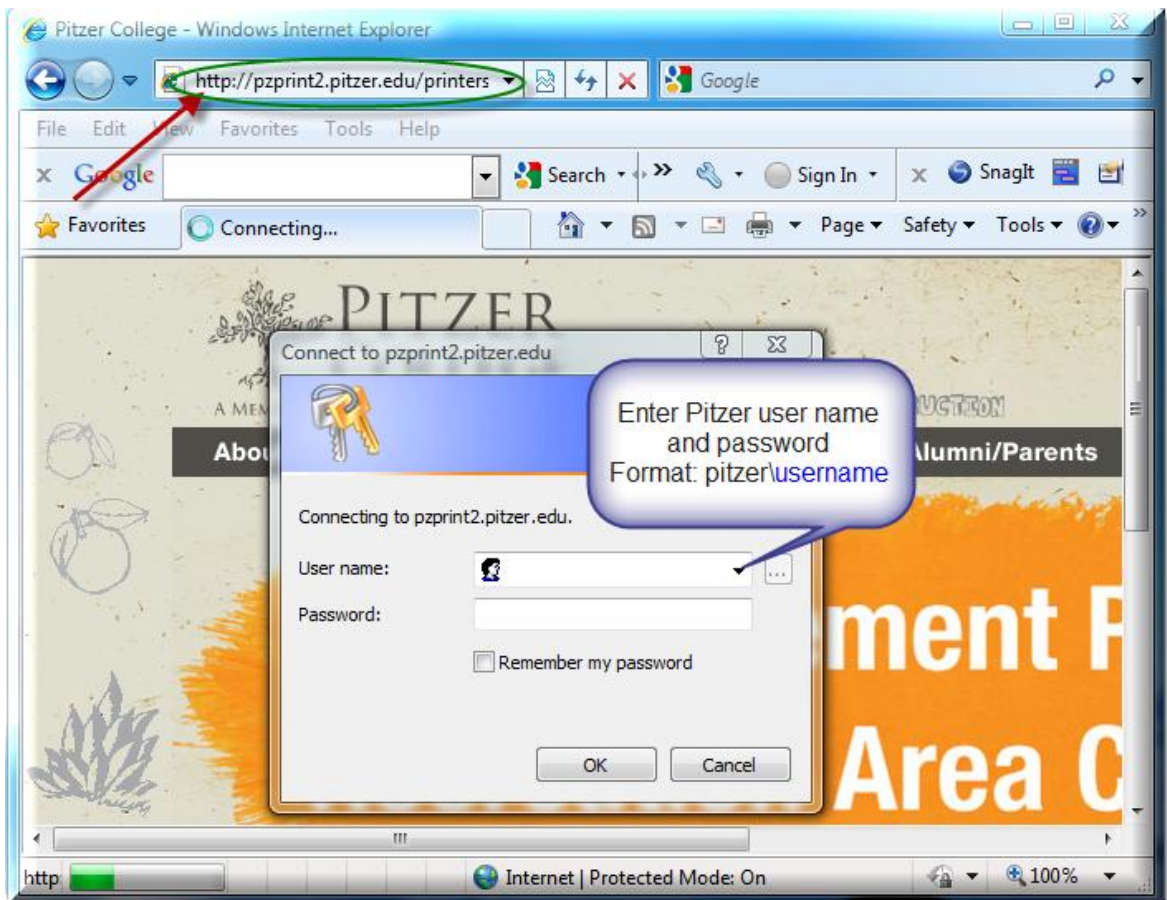
Dorm Printing

Window XP

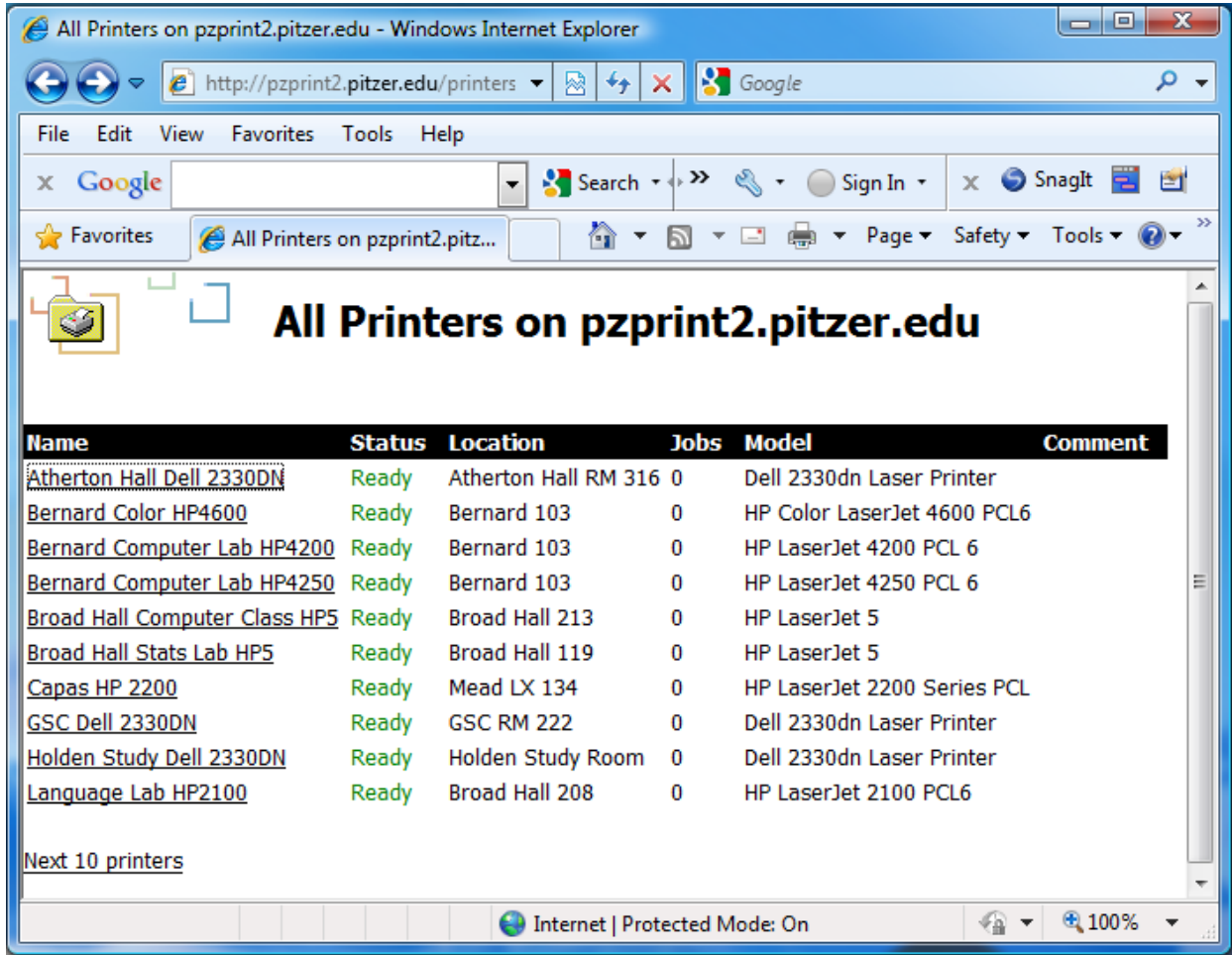
This document will assist you in setting up your computer running Windows XP to print to one of the Internet printers located in various dorm locations. The process involves connecting to a web site, selecting the desired printer and creating a printer connection.

Logging on to the Printer Web site

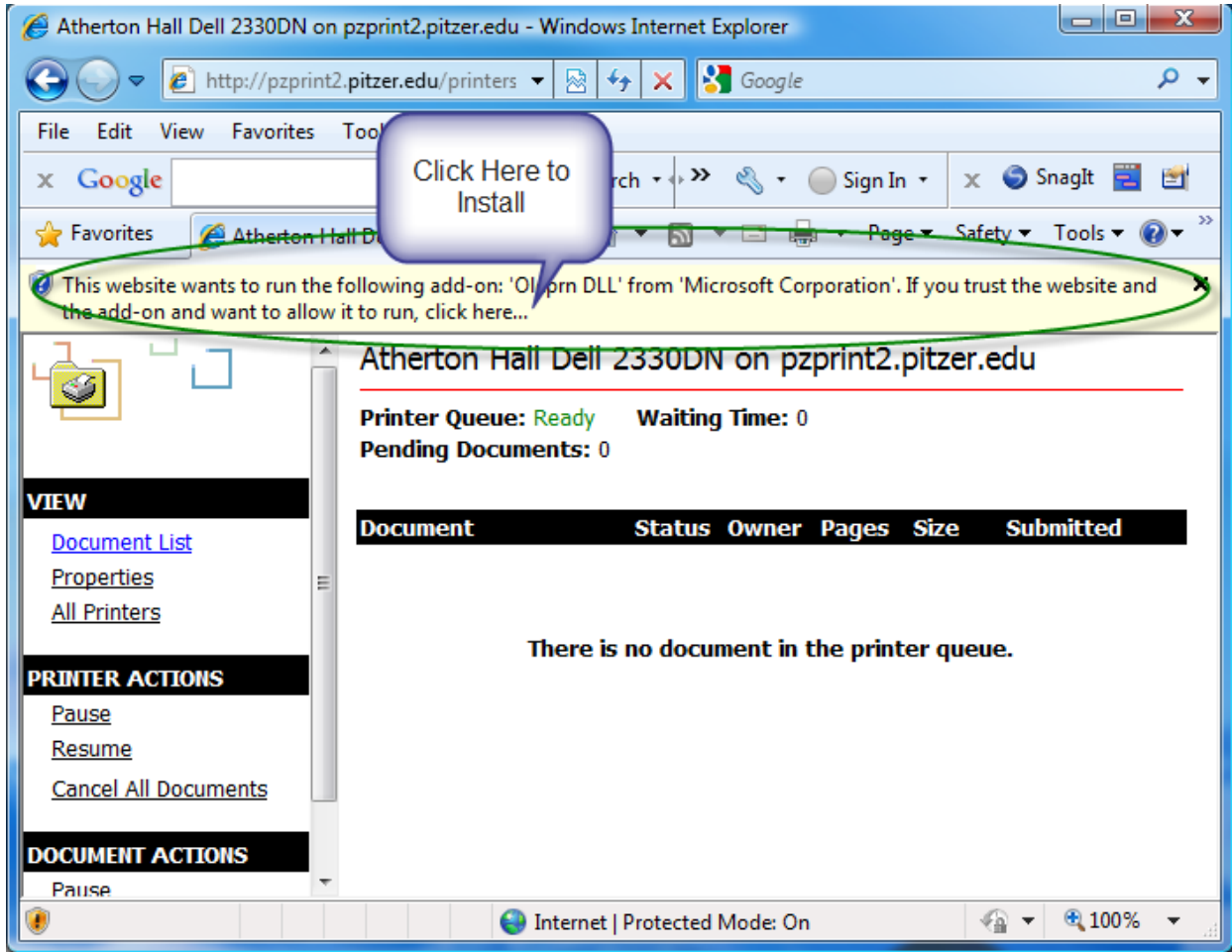
- Point your browser to <http://pzprint2.pitzer.edu/printers>
- Enter your Pitzer user name and password



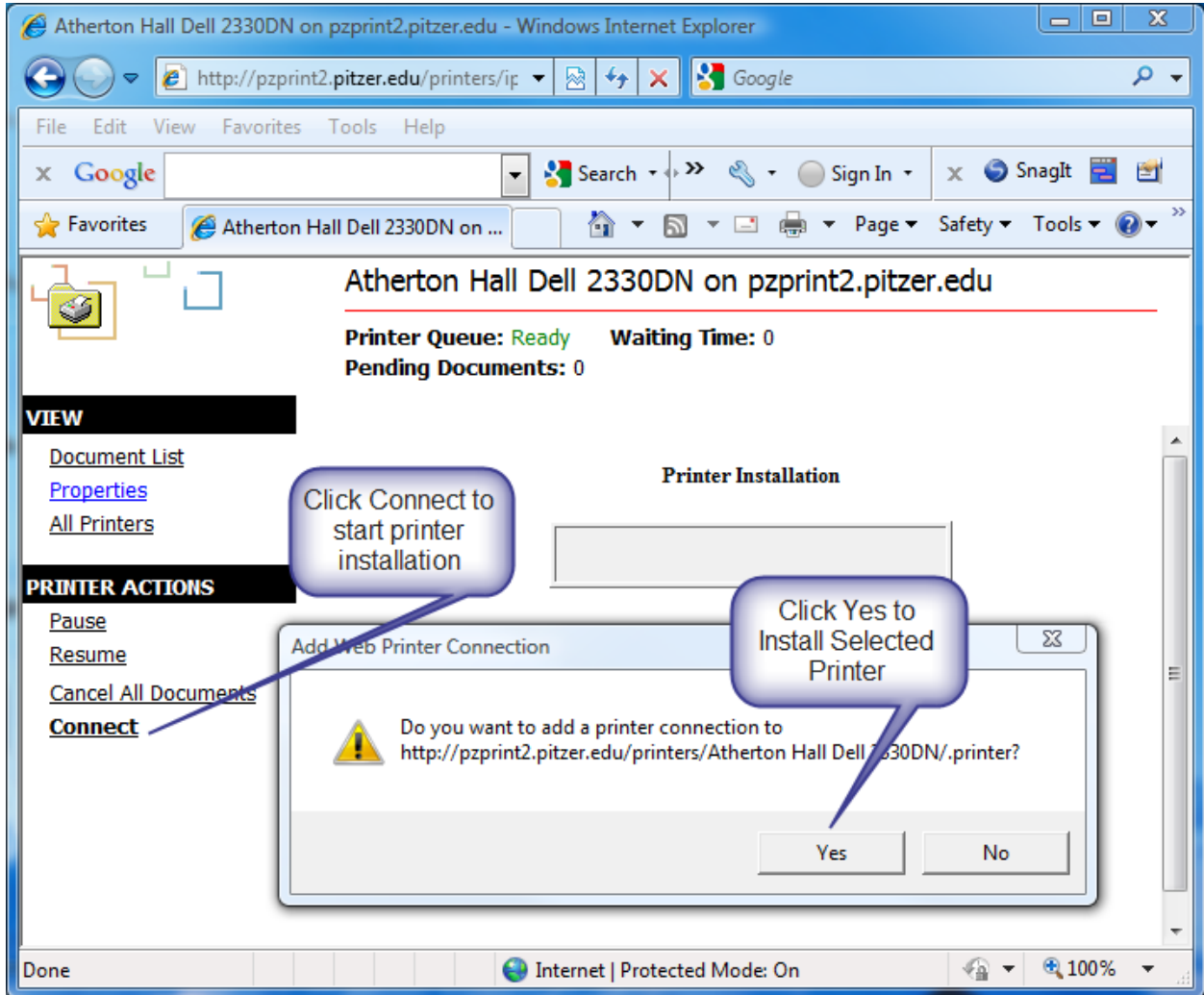
- Select the desired printer. Click **Next 10 printers** to see more printers



If this is the first time logging on to the network printer page you may be asked to run a series of browser add-ons. Click the highlighted bar in your browser to run the add-on. You may need to install two or three add-on's.

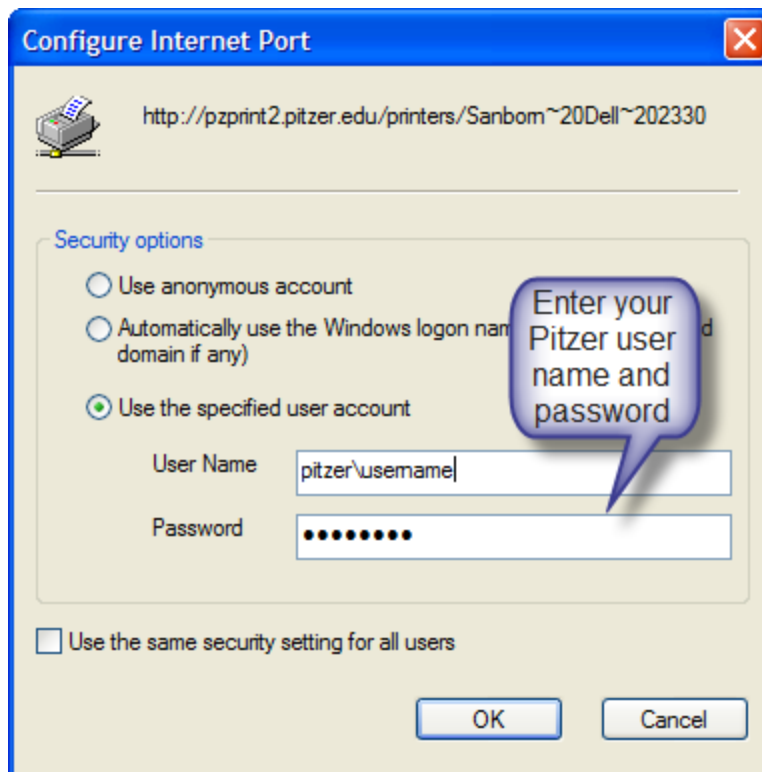


- Click the **Connect** link to install the printer to your computer
- In the **Add Web Printer Connection** box Click **Yes** to add the connection

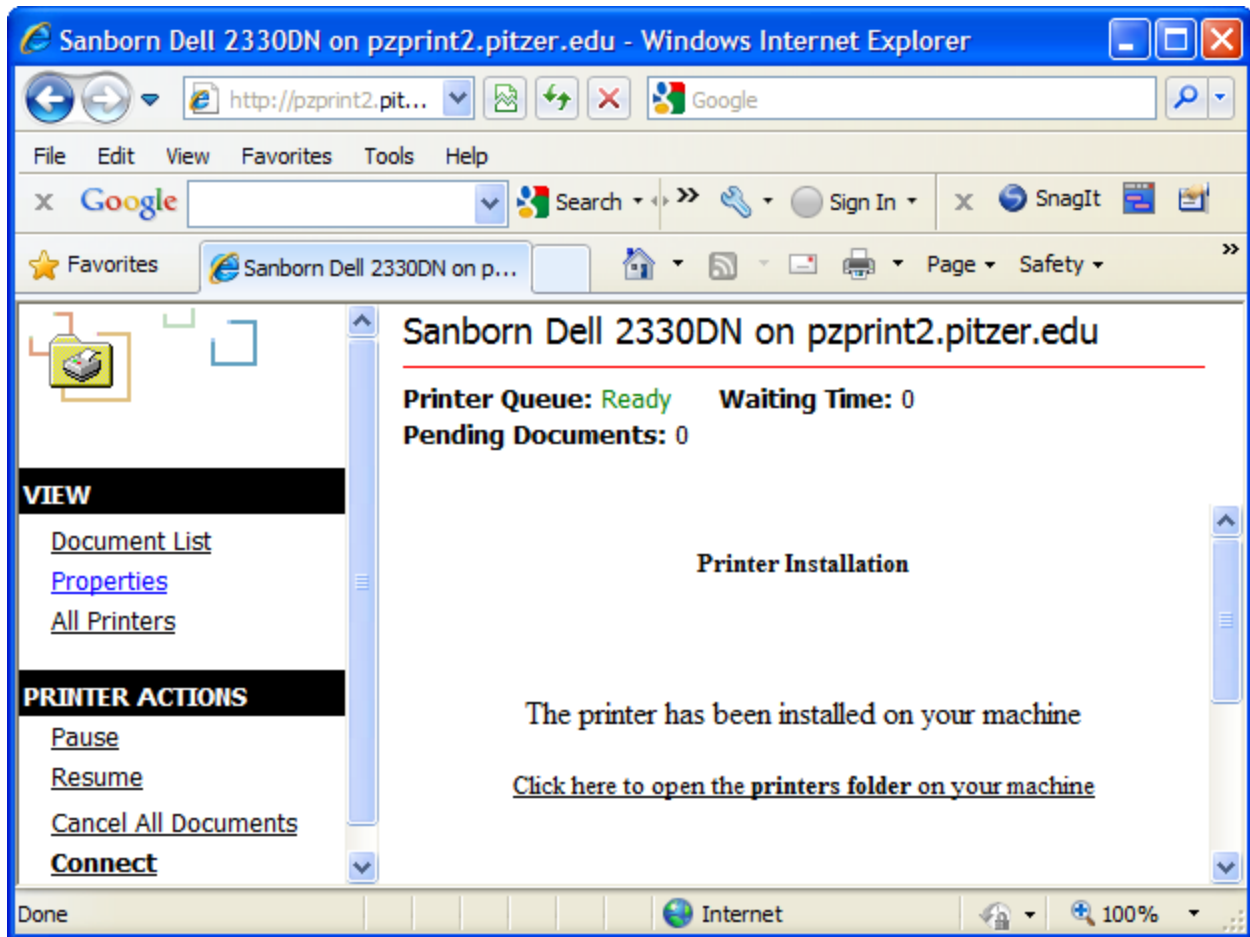


- In the **Configure Internet Port** dialog box, select **Use the specified user account**.
- Enter your Pitzer user name and password and click **OK**

Use the following format: `pitzer\username`



- Finished. The printer has been installed on your machine.



To use the Web printer, select Print from the Print menu of your application and locate the printer from the drop down of the Print dialog box.

Note: Remember.....You must have print credit to print to any of the dorm printers. Pages printed will be deducted from your print credit.

