

Windows Vista/XP

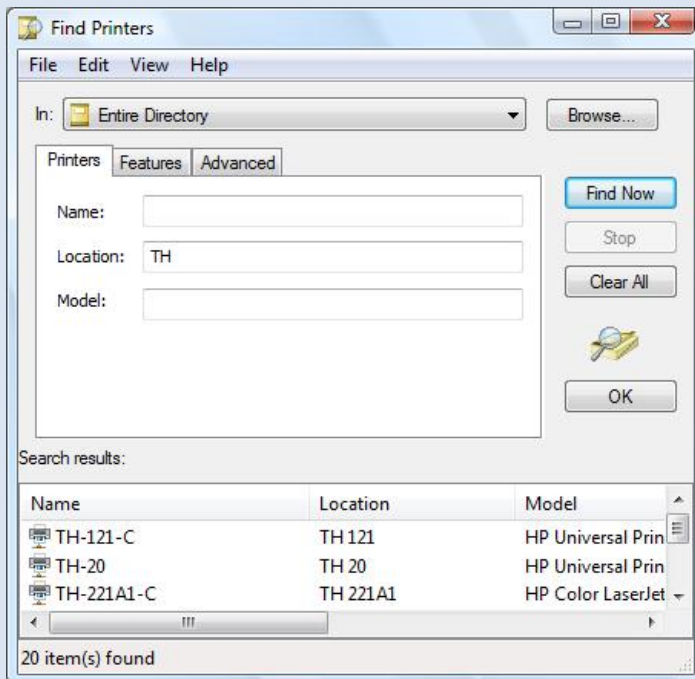
The following steps enable a workstation to utilize the centrally managed print queues overseen by ITS, which makes it easy to enable additional features and to control troublesome printing problems. These directions are for Windows Vista Enterprise and Windows XP Professional. While other versions may be partially supported, the emphasis is on supporting this specific version.

Please note that this document may only be a general guide due to the different printer manufacturers available and the various options that may be installed on each print device.

Windows Vista Enterprise: Method 1 (for those logging into a machine with their HawkID and password)

These steps are only for Windows Vista machines that have been configured so that the user must log into their workstation using their HawkID and password.

See **Method 2** if you do not log into your Vista machine with your HawkID.



1. Open the *Printers* applet (located on the *Start* menu or within the *Control Panel*).
2. If needed, delete the existing printer that no longer works.
 - a. Right-click the printer and select "Delete".
 - b. Click the **Yes** button.
3. Select **File | Add Printer**.
 - a. You may also double-click the **Add a Printer** icon.
4. Click the **Add a network, wireless, or Bluetooth printer** section button.
5. Click the **The printer that I want isn't listed** section button.
6. Select the "Find a printer in the directory based on location or feature" radio button, and then click the **Next** button.
7. In the *Location:* field, enter the building code physically housing the printer, and then click the **Find Now** button.
8. Highlight the desired printer and then click the **OK** button.
9. Choose to "Set the default printer" if desired, and then click the **Next** button.
10. Click the **Finish** button.

Windows Vista Enterprise: Method 2 (for all others)

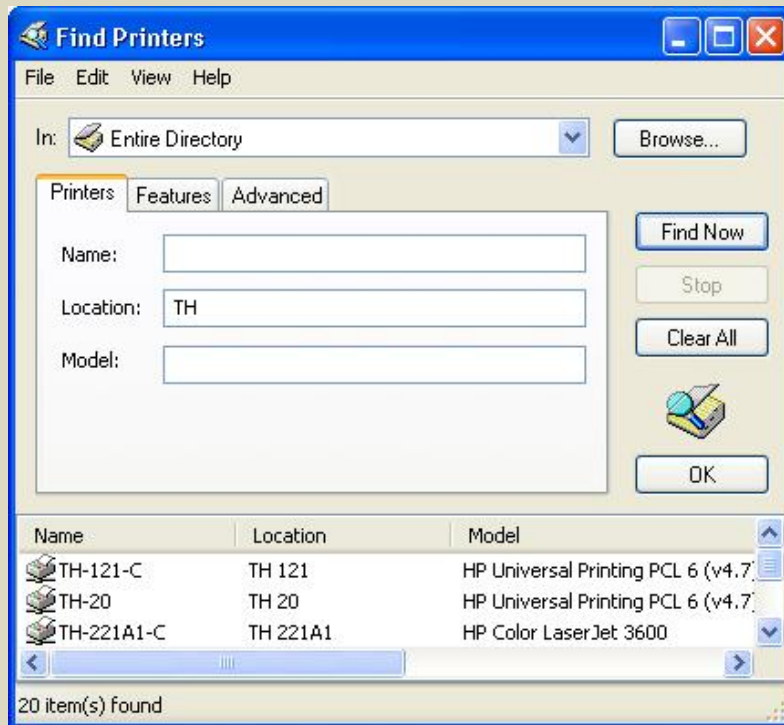
The following steps are for standard machines that have not been configured for use with the campus HawkID system. Access to this print queue is granted via HawkID accounts, so **if your HawkID password is changed, the printer connection must be deleted** and the computer restarted before reconnecting. See **Method 1** if you log into your Vista machine with your HawkID.

1. Open the *Printers* applet (located on the *Start* menu or within the *Control Panel*).
2. If appropriate, delete any existing printers that no longer work.
 - a. Right-click the printer and select "Delete", and then click the **Yes** button.
3. Select **File | Add Printer**.
 - a. You may also double-click the **Add a Printer** icon.
4. Click the **Add a network, wireless, or Bluetooth printer** section button.
5. Click the **The printer that I want isn't listed** section button.

6. Select the “Select a shared printer by name” radio button.
7. Enter the following information, and then click the **Next** button.
 - a. **\\IowaPrint03.iowa.uiowa.edu**(name of the desired printer)
 - i. If the *Name* above does not work, try replacing “IowaPrint03” with “IowaPrint04” or “IowaPrint05” as there are multiple print servers in use.
 - ii. Ensure that you get the leading double slashes added, and that all slashes are the correct ones.
8. Enter the following information, and then click the **OK** button.
 - a. User name: **IOWA**(your HawkID) – make sure to include the “IOWA” when entering this information.
 - b. Password: (your HawkID password)
 - c. Check the box labeled “Remember my password”
9. Choose to “Set as the default printer” if desired, and then click the **Next** button.
10. Click the **Finish** button.

Windows XP Professional: Method 3 (for those logging into a machine with their HawkID and password)

These steps are only for Windows XP machines that have been configured so that the user must log into their workstation using their HawkID and password.
See **Method 4** if you do not log into your XP machine with your HawkID.



11. Execute the *Printers and Faxes* applet (*Start* menu or in *Control Panel*).
12. If needed, delete the existing printer that no longer works.
 - a. Right-click the printer and select “Delete”.
 - b. Click the **Yes** button.
13. Select **File | Add Printer**.
14. Click the **Next** button.
15. Select the “A network printer, ...” radio button, and then click the **Next** button.
16. Select the “Find a printer in the directory” radio button, and then click the **Next** button.
17. In the *Location:* field, enter the building code physically housing the printer, and then click the **Find Now** button.
18. Highlight the desired printer and then click the **OK** button.
19. Choose to make the printer the *Default* printer if desired, and then click the **Next** button.
20. Click the **Finish** button.

Windows XP Professional: Method 4 (for all others)

The following steps are for standard machines that have not been configured for use with the campus HawkID system. Access to this print queue is granted via HawkID accounts, so **if your HawkID password is changed, the printer connection must be deleted** and the computer restarted before reconnecting.
See **Method 3** if you log into your XP machine with your HawkID.

11. Execute the *Printers and Faxes* applet on the *Start* menu (or within the *Control Panel*).
12. If appropriate, delete any existing printers that no longer work.
 - a. Right-click the printer and select “Delete”, and then click the **Yes** button.
13. Select **File | Add Printer**.

14. Click the **Next** button.
15. Make sure that the “A network printer, ...” radio button is checked, and then click the **Next** button.
16. Select the “Connect to this printer...” radio button.
17. Enter the following information, and then click the **Next** button.
 - a. Name: **\\IowaPrint03.iowa.uiowa.edu**(name of the desired printer)
 - i. If the *Name* above does not work, try replacing “IowaPrint03” with “IowaPrint04” or “IowaPrint05” as there are multiple print servers in use.
18. Enter the following information, and then click the **OK** button.
 - a. User name: **IOWA**(your HawkID) – make sure to include the “IOWA\” when entering this information.
 - b. Password: (your HawkID password)
 - c. Check the box labeled “Remember my password”
19. Click the **Yes** button to continue.
20. Choose to make the printer the *Default* printer if desired, and then click the **Next** button.
21. Click the **Finish** button.