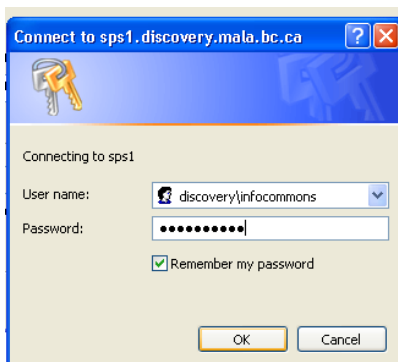
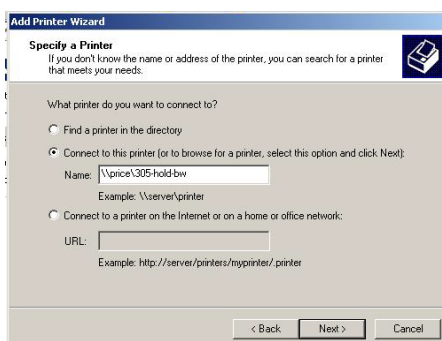


# Printing from your Windows XP Laptop

**You must be connected to VIU's network, through a wireless connection or by connecting your laptop to an on-campus data port with a network cable, to print to network printers.**

## Step 1: Add a printer

- Open the Start Menu and click on "Printers and Faxes" (in Windows 98/ME/2000, click on Settings → Printers from the Start Menu.)
- Click on "Add a Printer". The Add Printer Wizard will start. Click the Next button at the bottom of the Wizard's introduction screen..)
- Select the **Network Printer** option, and click Next.
- Select the "Connect to this printer" option (the 2<sup>nd</sup> choice in the list), and in the Name field, type **\\Saltspring\305-hold-bw** for the Library Black & White Printer. Click Next.
- You will be asked for a username and password – this is your **Discovery network username and password**, i.e. the username and password you use to log on to campus computers (see [Getting a Student "Discovery" Account](#)). In the username field, type **Discovery\yourusername**, and enter your Discovery network password in the password field. Click OK.



## Printing to other campus printers from your laptop

Here are other printers in campus computer labs that you can connect to from your laptop. N.B. most of the labs listed below are also used for classes. All of the print queues listed below are in WISP-enabled buildings.

**Building 180**  
180-248hp-hold (Room 248)

**Building 205**  
205-100hp-hold (1<sup>st</sup> floor)

**Building 250**  
250-110hp-hold (Room 110)  
250-115hp-hold (Room 115)  
250-200hp-hold (2<sup>nd</sup> floor)

**Building 255**  
255-105hp-hold (Room 105)  
255-120hp-hold (Room 120)  
255-100hp-hold (open lounge)

**Building 305**  
305-hold-bw (3<sup>rd</sup> floor)  
305-hold-colour (3<sup>rd</sup> floor)

**Building 356**  
356-340hp-hold (Room 340)  
356-atriumhp-hold (Atrium)

**Building 360**  
360-302hp-hold (Room 302)



- f. You will probably want to select “No” for the default printer option, especially if you have a printer at home that you connect your laptop to. Click Next.

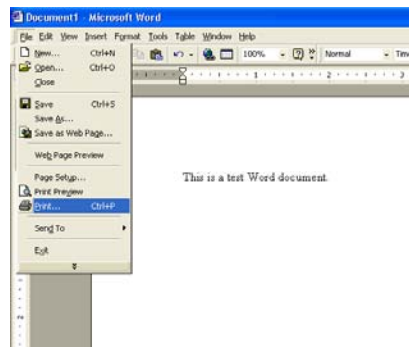


- g. Click Finish. You have now connected your laptop to the Library Black & White Printer.
- h. If you would like to connect your laptop to the **Library Colour Printer** as well, repeat steps a. to g., typing **\\Saltspring\305-hold-colour** in the Name field in step e.

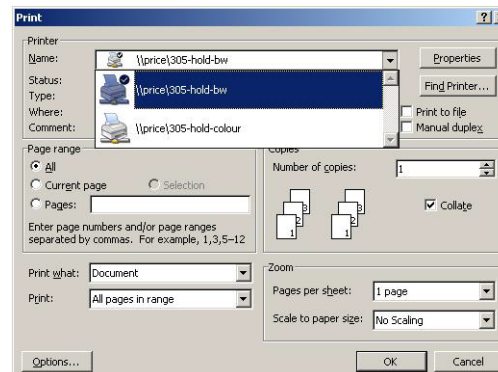


## Step 2: Printing from programs

- a. Open the document you would like to print. Go to the File menu and click on the “Print...” command. The Print dialogue box will open.



- b. In the Printer Name field, click on the drop-down list and select **\\Saltspring\305-hold-bw** if you would like to print to the Library Black & White Printer (costs 10¢ per page), or **\\Saltspring\305-hold-colour** (costs \$1.00 per page) if you would like to print to the Library Colour Printer. Click OK. **You will not get a box popping up asking for a username and password. This is ok!**



## Step 3: Pay for Print

- Follow the instructions on Pay for Print here: <http://www.viu.ca/technology/students/printing.pdf>