

## Mapped Network Drives & Printers

Task	Description and Instructions
Additional Network Drives	<p>If you have network drives mapped, <i>other than your H: drive</i>, follow the ensuing procedure:</p> <p>→ Double-click on <b>My Computer</b></p> <p>→ Write down the drive names that are listed under <b>Network Drives</b> (other than the H: drive)</p> <p>1) _____ on _____ Drive Letter: _____</p> <p>2) _____ on _____ Drive Letter: _____</p> <p>3) _____ on _____ Drive Letter: _____</p> <p><b><u>To map to these network drives on your new computer:</u></b></p> <ol style="list-style-type: none"> <li>1) On your new computer, go to <b>Start</b> → <b>Computer</b> (on right side) → <b>Map Network Drive</b> (on the menu near the top)</li> <li>2) Select the appropriate drive letter</li> <li>3) Type in the path. (Example: gradcoll on whale (k:) type <a href="#">\\whale\gradcoll</a> and select drive letter K:)</li> <li>4) Check the <b>Reconnect at logon</b> box</li> <li>5) You may need to check <b>Connect using different credentials</b> if the share is not set up with your RU username</li> <li>6) Click <b>Finish</b>.</li> </ol>
Printers	<p><b>Start</b> → <b>Settings</b> → <b>Printers and Faxes</b></p> <p>Write down the network printers which appear in this window below:</p> <p>1) _____ on _____</p> <p>2) _____ on _____</p> <p>3) _____ on _____</p> <p>Local Printer: Model _____</p> <p><b><u>To connect to these printers on your new computer:</u></b></p> <p>Start → (then type into the search box) <a href="#">\\printserver</a> (<b>NOTE:</b> if you have any trouble, try using <a href="#">\\nt-prsrv</a> instead)</p> <p>Once the list populates, locate the printers you specified above, and then double click on them one by one to connect them.</p>