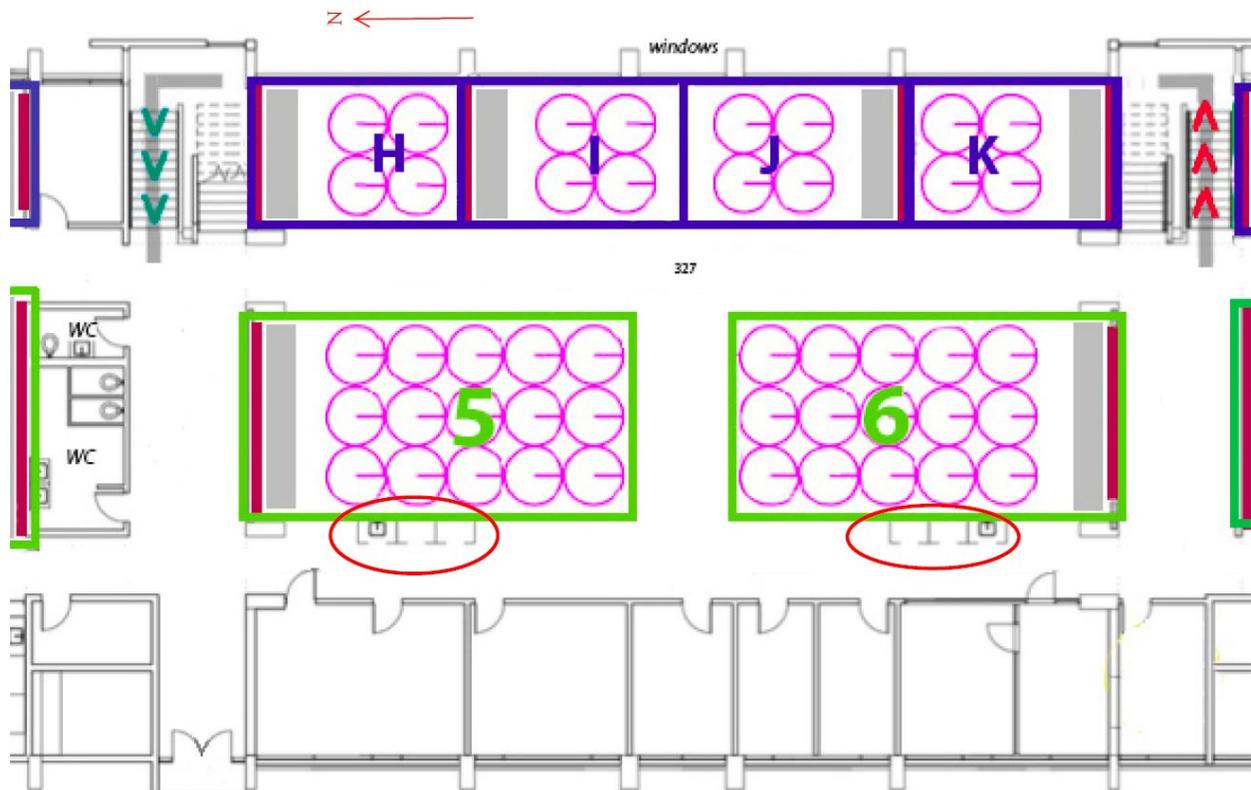


Printing on the Third Floor

Location

The central area of the third floor has four printers that are available for everyone to use. Two of the printers are laser printers that are stocked with 8.5 x 11 paper. Two are color ink jet printers and can print at a variety of sizes, up to 11 x 17. The printers are located on the two counters along the west side of the central studio room, circled in red on the map below. Each counter hosts one of each of the printer types.



Connecting

Connecting to these printers will require you to either connect directly to the college network via one of the Ethernet ports scattered around the building or to create a Windows VPN connection after configuring UConnect WiFi. The Ethernet ports look kind of like phone jacks and can be found along various walls throughout the building. Here's what they look like.





A handy location for finding an Ethernet port is in the Meeting Pods that line the window (east) side of the third floor central studio area (the I and J areas on the map). There, you will find ports hanging down from the ceiling trays (you'll also find power plug-ins hanging down).

To plug into these ports, you will need an Ethernet cable, like this.

One end goes into the port and the other into your laptop. If your laptop does not have its own Ethernet port, you will need an adapter that has an Ethernet port on one end and a plug that fits your laptop (e.g., USB). The Campus Bookstore has a lot of differently configured adapters, should you need one.

To create a Windows VPN connection (after configuring UConnect WiFi), click on the network icon in your task bar (usually to the lower right) and select "Network & Internet settings". There should be "VPN" listed in the left column. Click on it then the "+" to add a VPN connection. The VPN provider will be "Windows (built-in)", Connection name is whatever you want, Server name is "vpn.arch.utah.edu", then click Save at the bottom. To connect, click whatever you named the new VPN connection and then "Connect". It will pop-up a login and use "VPN_User" for the username and pw "cA+Pbingo".

Installing the Printer Driver on your Laptop

After you have connected to the college network either physically with an Ethernet cable or by VPN connection, you will need to add the printer you want to use to your laptop computer. Open Windows Explorer and go to "\\fountainhead.arch.utah.edu" where it should prompt you for credentials. These will be the account you have on the Fountainhead server. Students can use the generic "cap" and pw "capprint". After you enter the credentials, you should see a list of network resources including the printers on the third floor. They are the two large format color inkjet printers "Epson7210north" and "Epson7210south" and the two fast HP Laserjet printers "m601north" and "m601south". Double-click to add each printer to your laptop. When you see the printer queue, it has been added.

Printing

Once the driver software is installed, you should see that printer show up in the printer dialog box in whatever software you are printing from (Word, Excel, Acrobat, InDesign, etc.). Select that printer, hit print, and walk over to the printer to pick up your job.

Help

Things not working quite right? Either Derick or Don are in the building every day and are available to assist you. If you don't see them around, just email them and they'll get in touch with you.

Bingman@arch.utah.edu burriss@arch.utah.edu