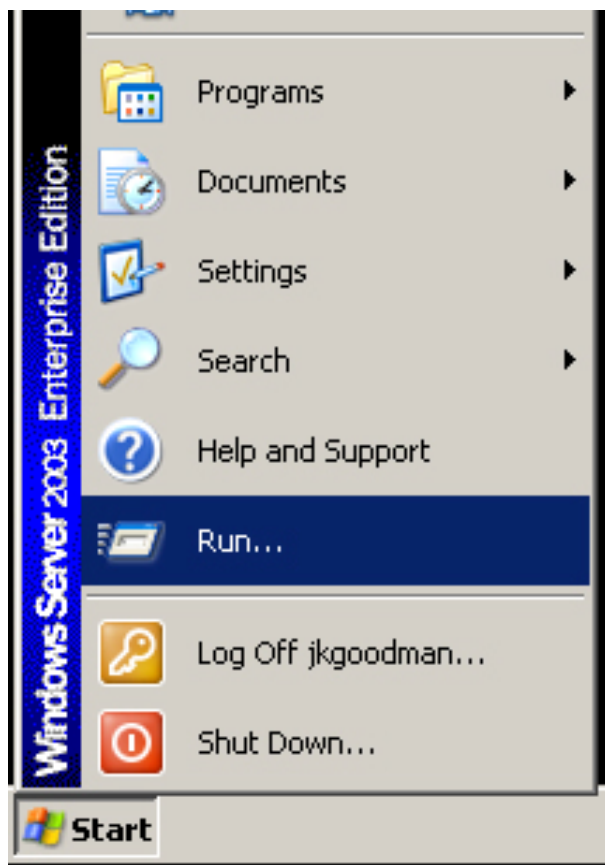
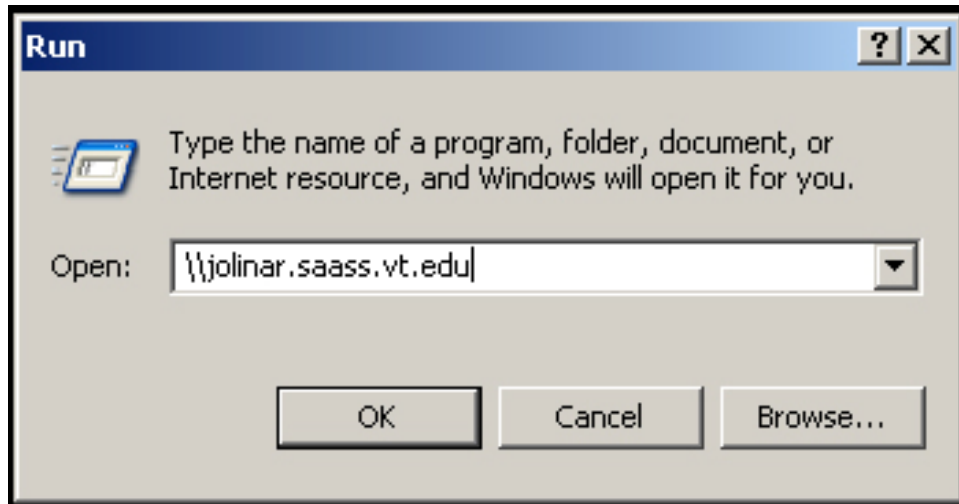


How to add the HEAT Lab Printer to Your Computer

- 1) Only users who have requested a HEAT Lab account, have received their account information and logged into a computer in the lab where they changed their password will be able to print. All others must request an account, wait to have their account added by the systems administrator; and/or log into the computer lab and change their password before they can print.
- 2) Left-click on the Windows 'Start' button
- 3) Left-click on the 'Run' options from the Windows Start Menu



- 4) Type: `\\jolinar.saass.vt.edu` in the Open field.



- 5) Left-click 'OK' and a prompt should appear for your username and password.



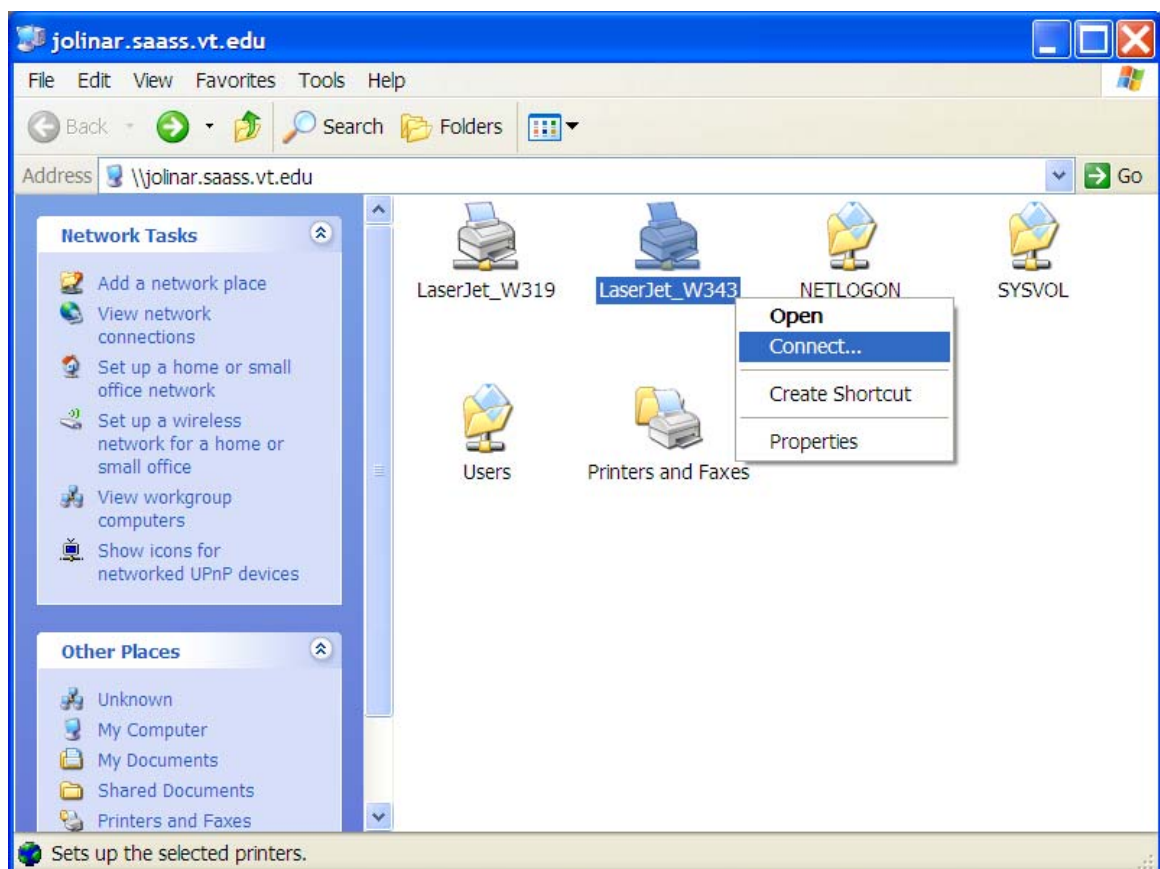
- 6) Type in SAASS\ followed by your HEAT Lab username in the User Name field.



- 7) Type in your HEAT Lab password in the Password field and then left click 'OK.'



- 8) If you typed in your username and password correctly, a screen will appear listing several printers and other folders. If you typed in your username and/or password incorrectly, the username/password prompt will return again prompting you to enter both your username and password correctly.
- 9) If you are adding the printer for use on a lab computer, right-click on 'LaserJet_W343' otherwise right-click on 'LaserJet_W319.' After you have selected the appropriate printer and right clicked on it, left-click on the option that says **Connect**.



- 10) After selecting Connect, the printer will be added to your computer.
- 11) ***Please note, all users should only print to the HEAT Lab printers when they are in the West Side of Lane Stadium. Any user found to be printing to these printers when they are not in the West Side of Lane Stadium will have their printing privileges removed.***