

How To Use the Network Printers

Installation (You only need to do this once)

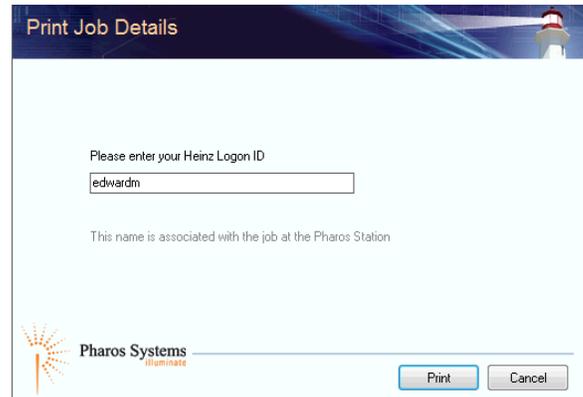
1. Do not try to install the printer from off campus.
2. Go to:
<http://print.heinz.cmu.edu/uniprint/Packages.asp>
3. Click the "**F14Print**" link.
4. Double click the file you downloaded. The Package "*heinz queue updates*" installer will start. Click the **Install** button.
5. When the installer is complete, click the **Finish** button.
6. Go to your **Start** menu. Type: Control Panel. Click the **Control Panel** app. Under Hardware and Sound, click View **Devices and Printers**. You will see the "Heinz Queue" printer.



How to Print

1. Open a document to print. On the file menu, click **Print**.
2. The *Print* dialog box opens. For the printer, select "**Heinz Queue**" then click the **Print** button.
3. The *Pharos Popup* dialog box will appear. In the field, enter your Heinz username.

Example: My username is edwardm, I would enter *edwardm* in the field.



Note: If you do not enter your Heinz ID or leave the field blank, you will not be able to retrieve your print job.

4. Go to any Heinz College Print System printer. At the card reader next to the printer, slide your CMU ID card **OR** login with your Heinz username and password.
5. Touch the document name you want to print. Touch the **Print** button.

Heinz Collete Print System Facts:

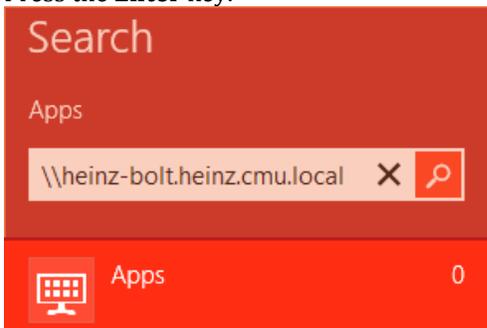
- 300: Max number of pages per print job
- 24 hours: How long a print job will stay in the queue before being deleted
- Unlimited: Your print quota. We do ask that you print responsible.

Windows 8

How To Use the File Server

Accessing the file server from **on** campus

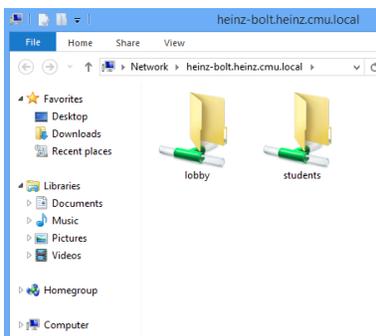
1. Go to your **Start** menu. Type:
\\heinz-bolt.heinz.cmu.local
Press the **Enter** key.



2. The *Windows Security* window appears. Type:
Username: Heinz\[your Heinz username]
Password: [your Heinz password]
Click the **OK** button.



3. A window will appear with a list of shares.



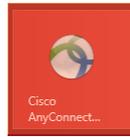
Lobby: This is the “L:” drive. It contains academic files for courses and student project volumes.

Students: This is the “U:” drive. It contains student’s personal file storage space.

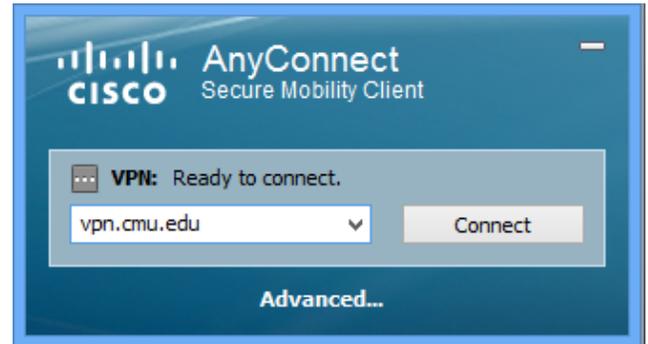
4. Double click the **Students** share. You will see a list of folder. Find your username. This is your personal file storage space.

Accessing the file server from **off** campus

- A. (First time only) Install the Cisco AnyConnect VPN Client
<http://www.cmu.edu/computing/network/vpn/>
- B. Go to **Start** menu. Click the Cisco AnyConnect Icon.
- C. The *Cisco AnyConnect VPN Client* window will appear. In the VPN: field, type: **vpn.cmu.edu**



Click the **Connect** Button.



- D. The login screen will appear. Select:
Group: General Use Campus VPN
Username: [Your Andrew username]
Password: [Your Andrew password]
Click the **Connect** button.
- E. Follow Steps 1 through 4.