During the break, we have replaced 2 student printers that were located in Room 215 and 315 with 2 new HP LaserJet 9000 printers. The new printers, namely 215H9000 and 315H9000, will be automatically installed on your laptop when you login to Novell at startup. Likewise, the old ones, namely RM215 and RM315, will be automatically removed. If for any reasons the printers fail to install properly on your laptop, please follow the steps below to add or printers manually.

**To add printer 215H9000:**
1. Click on the Start menu, select Settings and then Printers
2. Double-click Add Printer, and then click Next
3. Select Network Printer, then click Next
4. Click Next again at the Locate Your Printer screen
5. Enter `\JGSM-TREE\215H9000.class.jgs` at the printer field
6. Click Next
7. Select Yes if you want to set this printer as your default printer. Otherwise, select No
8. Click Next
9. Click Finish

**To add printer 315H9000:**
1. Click on the Start menu, select Settings and then Printers
2. Double-click Add Printer, and then click Next
3. Select Network Printer, then click Next
4. Click Next again at the Locate Your Printer screen
5. Enter `\JGSM-TREE\315H9000.class.jgs` at the printer field
6. Click Next
7. Select Yes if you want to set this printer as your default printer. Otherwise, select No
8. Click Next
9. Click Finish

**To remove the printer manually:**
1. Click on the Start menu, select Settings and then Printers
2. Right-click on the printer that you want to delete, then select Delete
3. Click Yes

If you run into any problems or need help, Please contact the Help Desk (jgshelp@rice.edu) or check the Help Desk web site www.jgshelp.com