

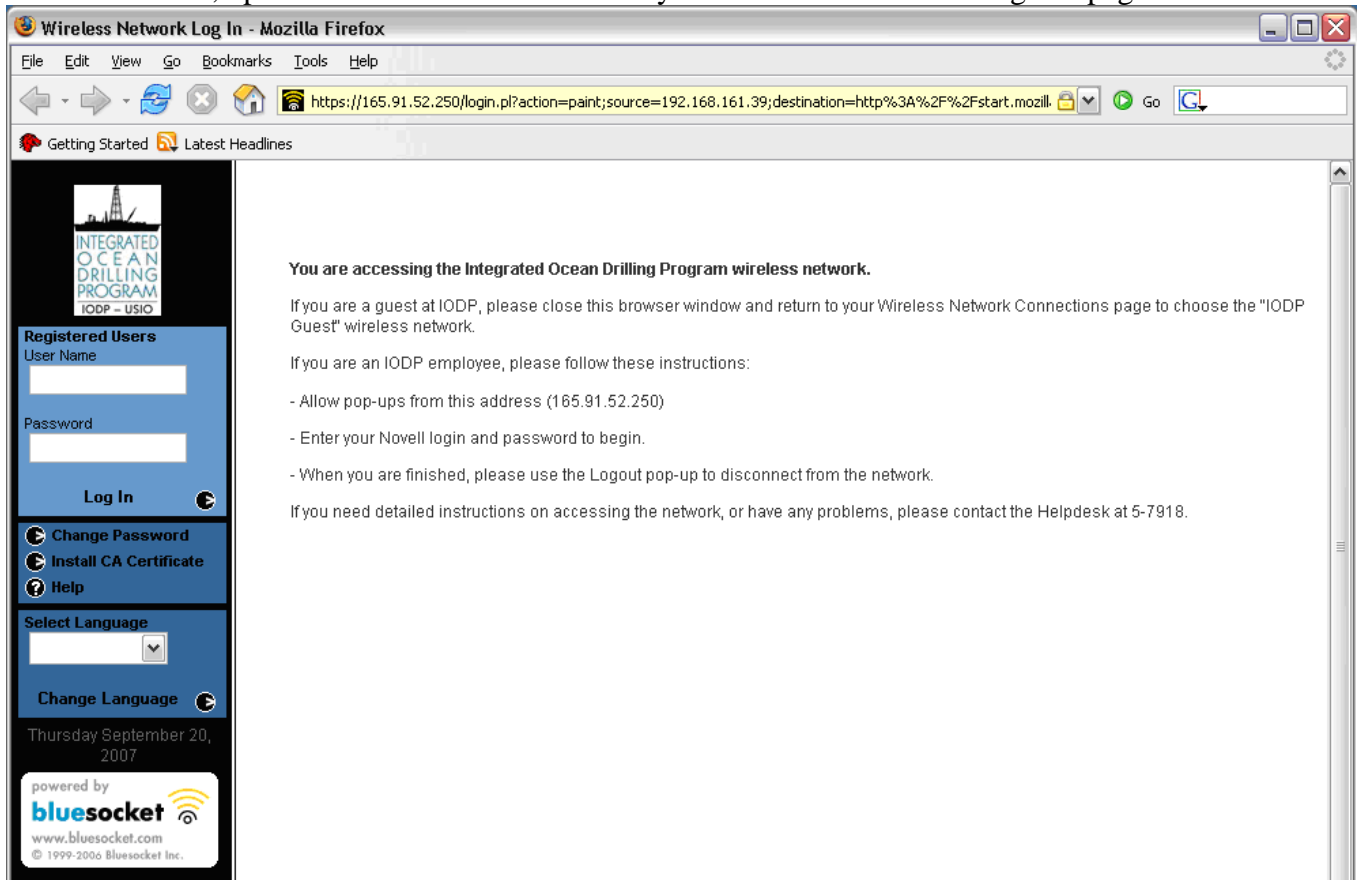
# Welcome to the Integrated Ocean Drilling Program!

This document will provide information necessary to use your computer on the IODP network.

## **Wireless network access:**

When you open the wireless network connections control panel on your computer, you will see the connections for IODP. Select this network connection. You will be prompted for a password. Please enter “Ocean Drilling” (include caps, space and disregard quotes). Allow your computer to connect to this network.

Once connected, open a web browser window and you should see the following webpage:



On this page, please note the “User Name” and “Password” blanks on the left-hand side of the window. This is where you will enter the credentials provided by IODP staff. Once you have entered the credentials, click on “Log In” (below the password blank) and you should be taken to your regular homepage.

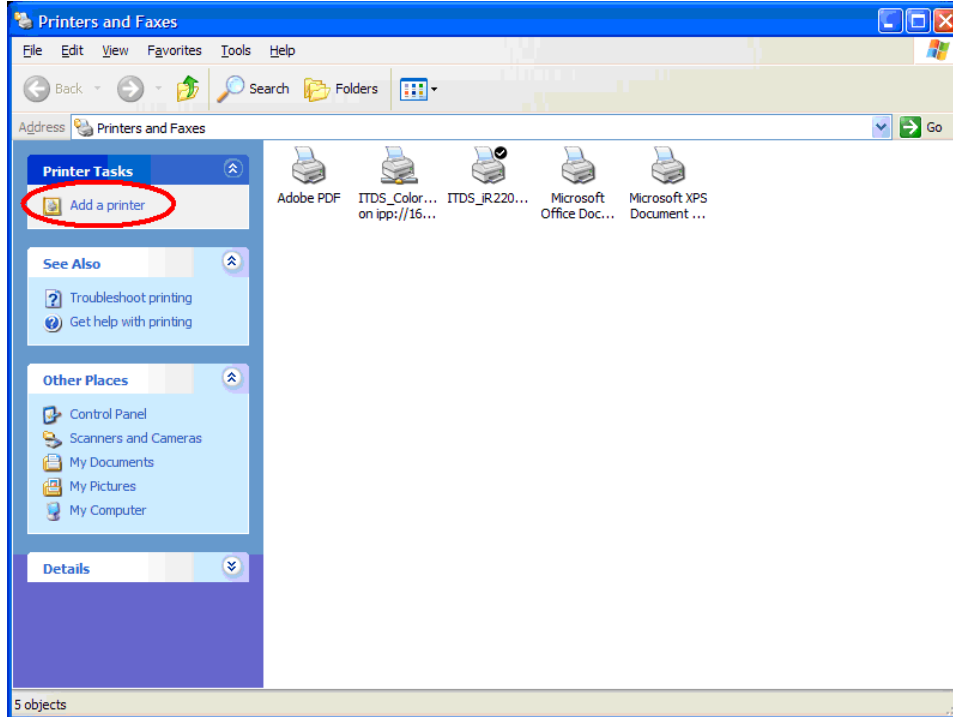
Please note: Credentials may only be used by one person at a time. If another visitor does not have credentials, please let IODP staff know and they will provide a set for him/her.

## **Checking your personal email:**

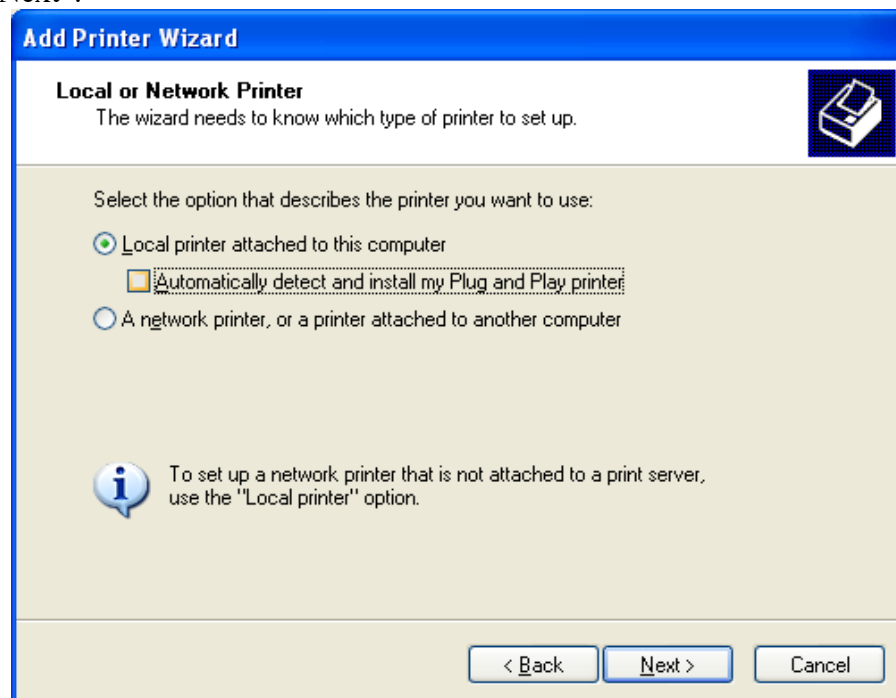
Due to network access restrictions imposed by Texas A&M University, you will not be able to use Outlook, Outlook Express, Eudora, etc. to check your personal email accounts. If you have web access to your email, however, you may check your email in this manner.

## How to add the Postcruise printer on your computer:

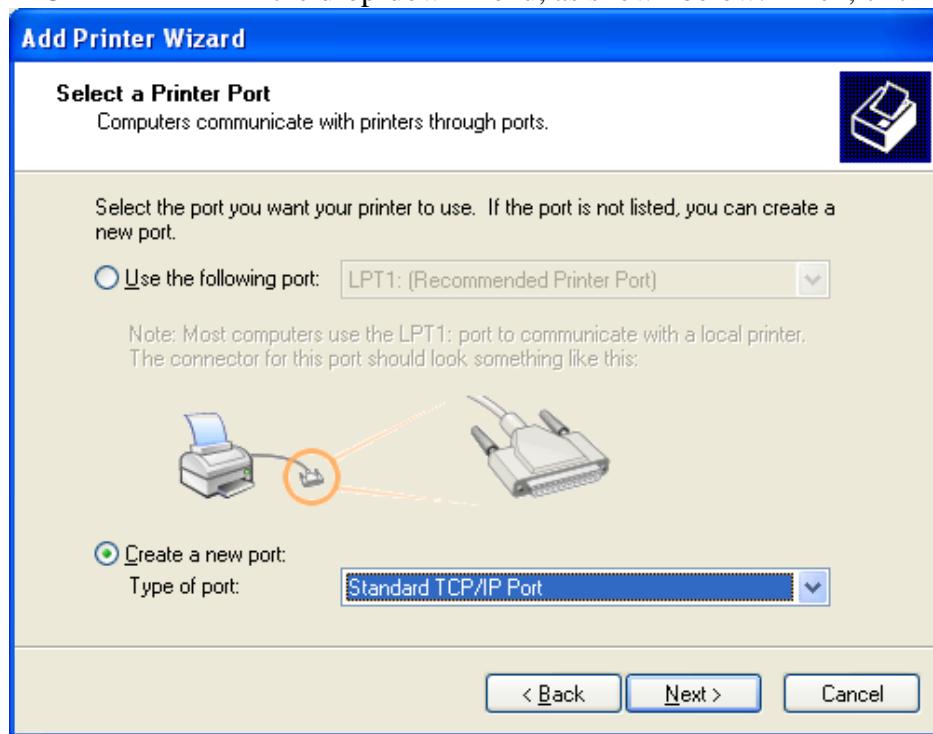
1. While logged in as Administrator, go to the Printer Control Panel (Start – Printers and Faxes)
2. Click on “Add a printer” on the left-hand side of this window:



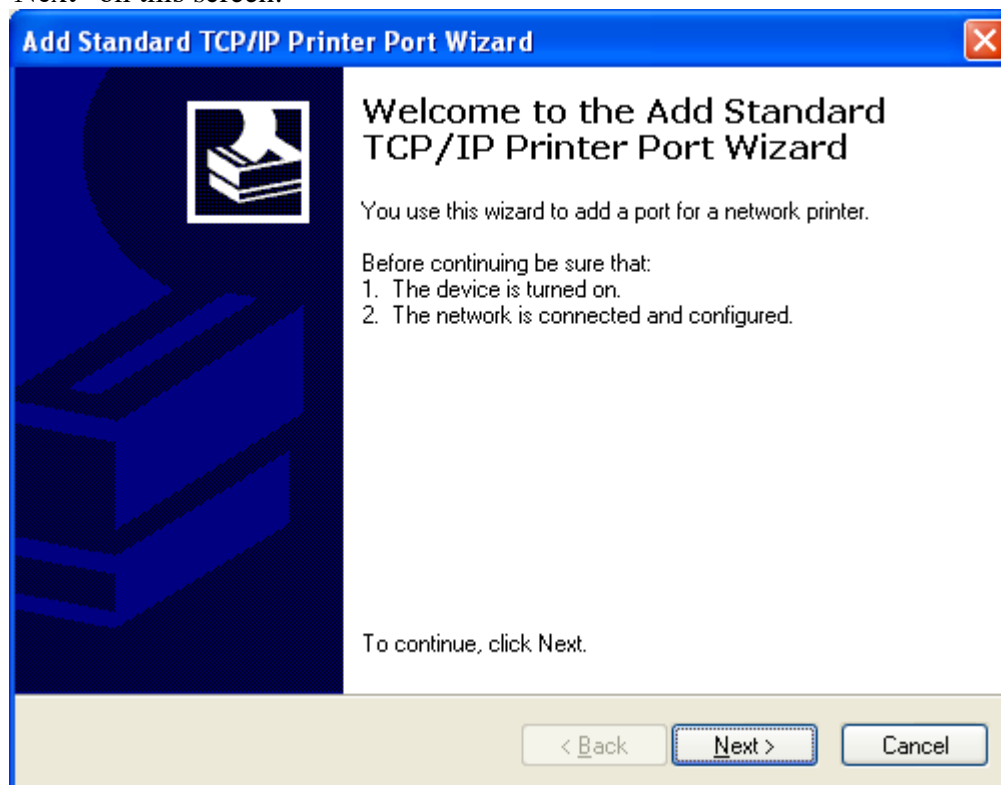
3. Click on the “Next” button in the following window.
4. Click on the radio button next to “Local printer attached to this computer” on the next window. Uncheck the option for “Automatically detect and install my Plug and Play printer.” Then, click on “Next”.



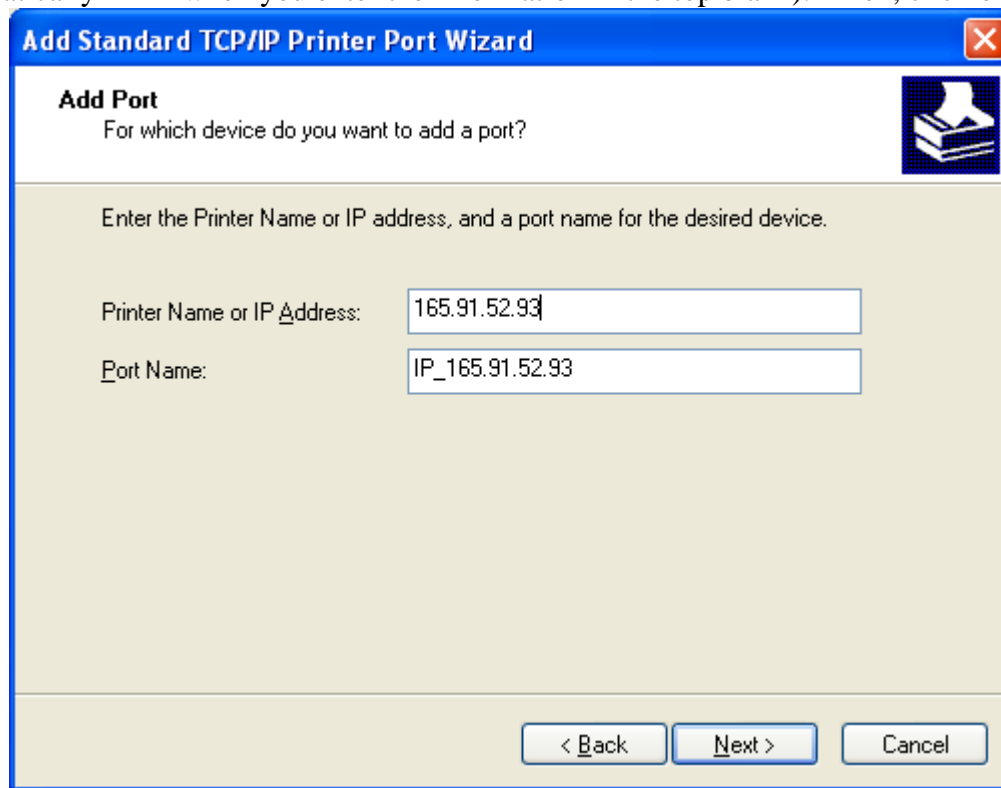
5. On the next window, select the “Create a new port:” button. For “Type of port:” select “Standard TCP/IP Port” from the drop-down menu, as shown below. Then, click on “Next.”:



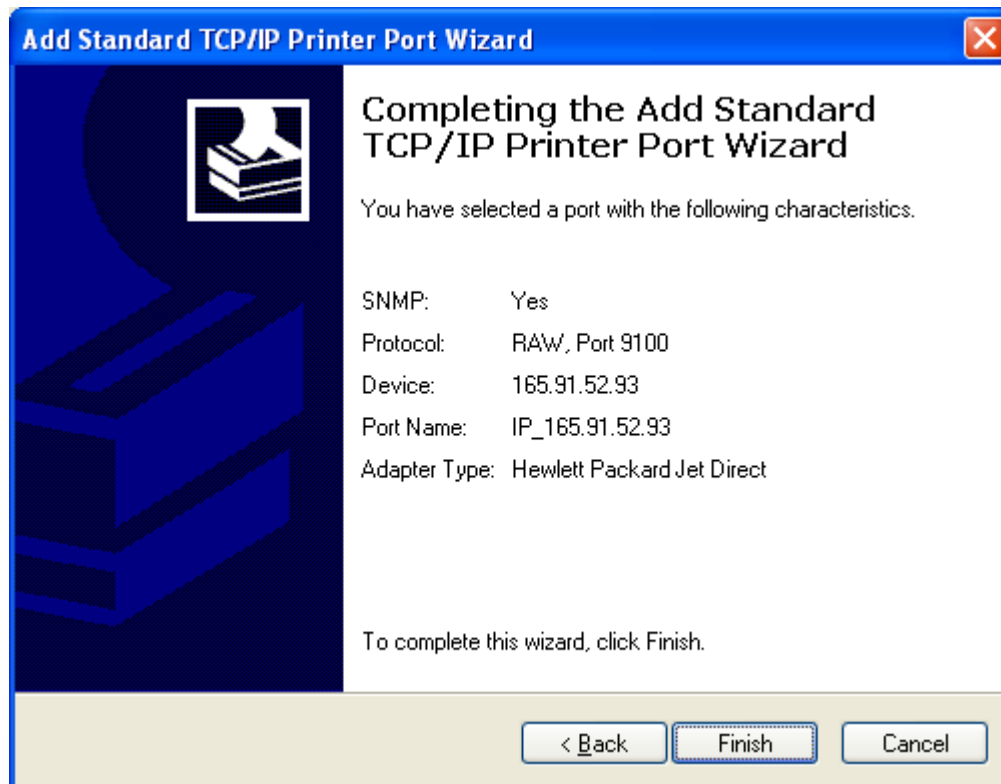
6. Click “Next” on this screen:



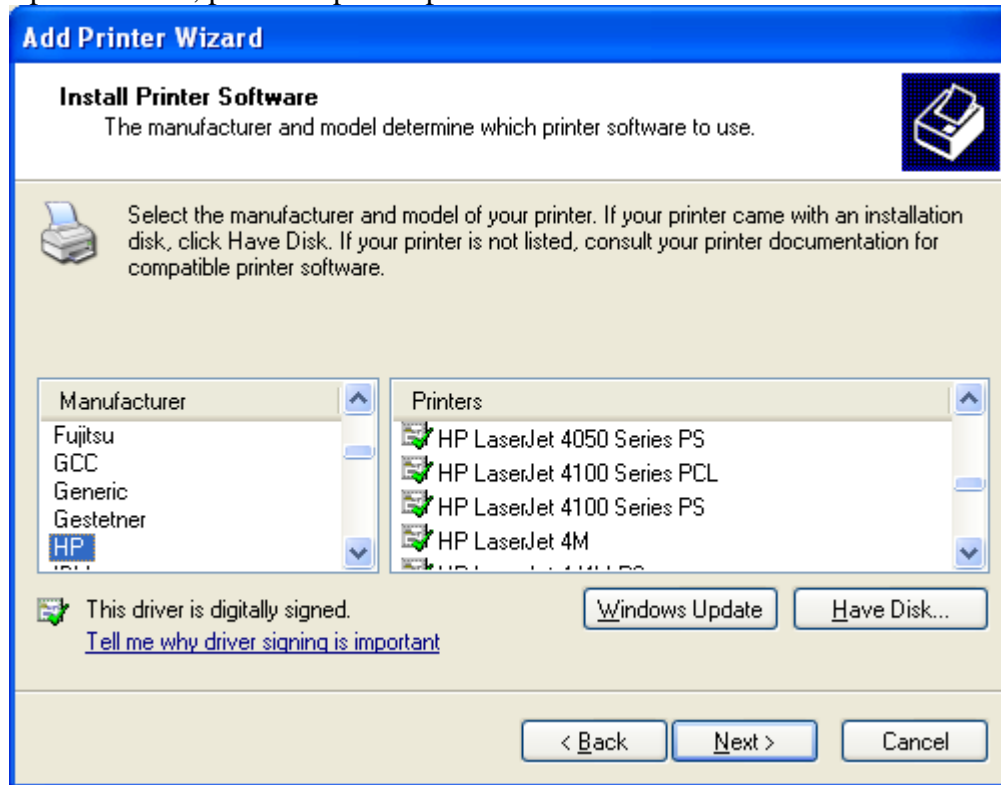
7. Enter 165.91.52.93 for the “Printer Name or IP Address:” field (the field below it will automatically fill in when you enter the information in the top blank). Then, click on “Next”:



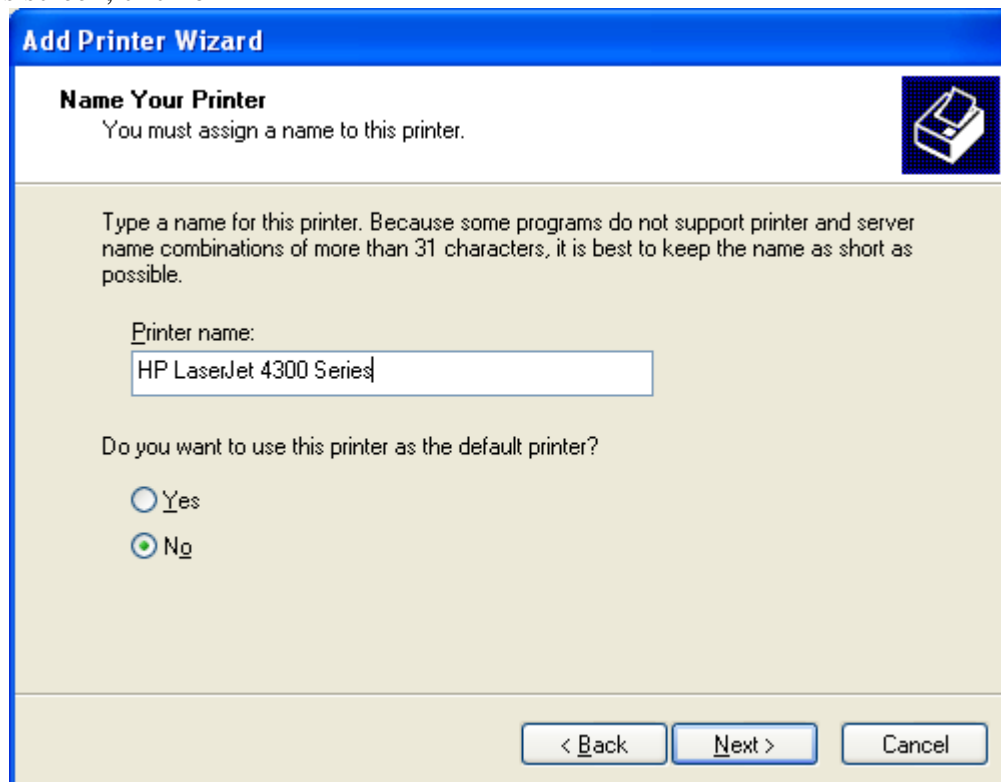
8. Click on “Finish”:



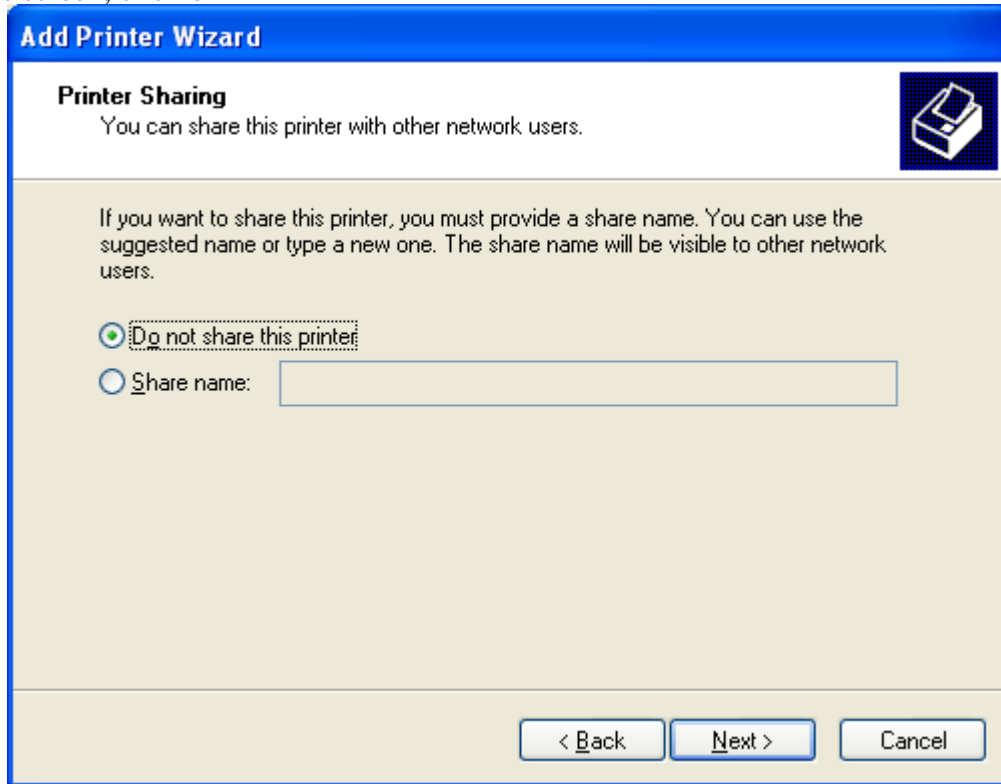
9. On this screen, select “HP” for the Manufacturer and under the “Printers” heading, scroll through the list to see if there is an entry for “HP Laserjet 4300 Series.” If that printer is listed in the list of printers on the right side, select it and then click on “Next.” If you do **not** see that specific printer listed, please skip to step 15.



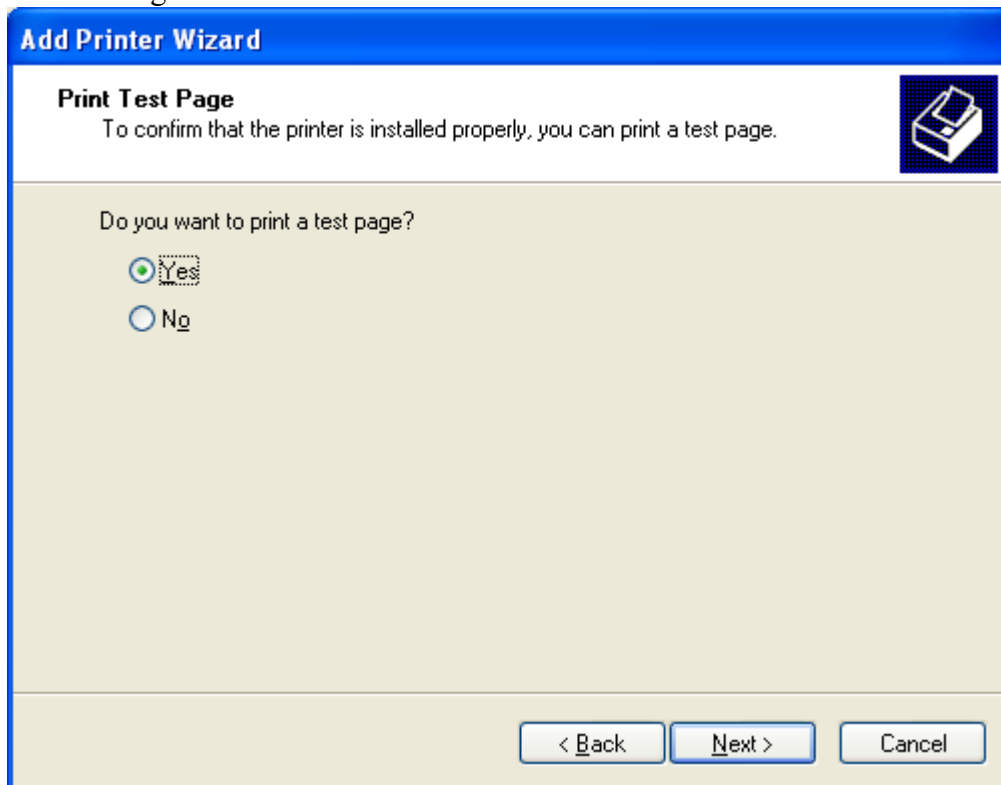
10. On this screen, click on “Next”:



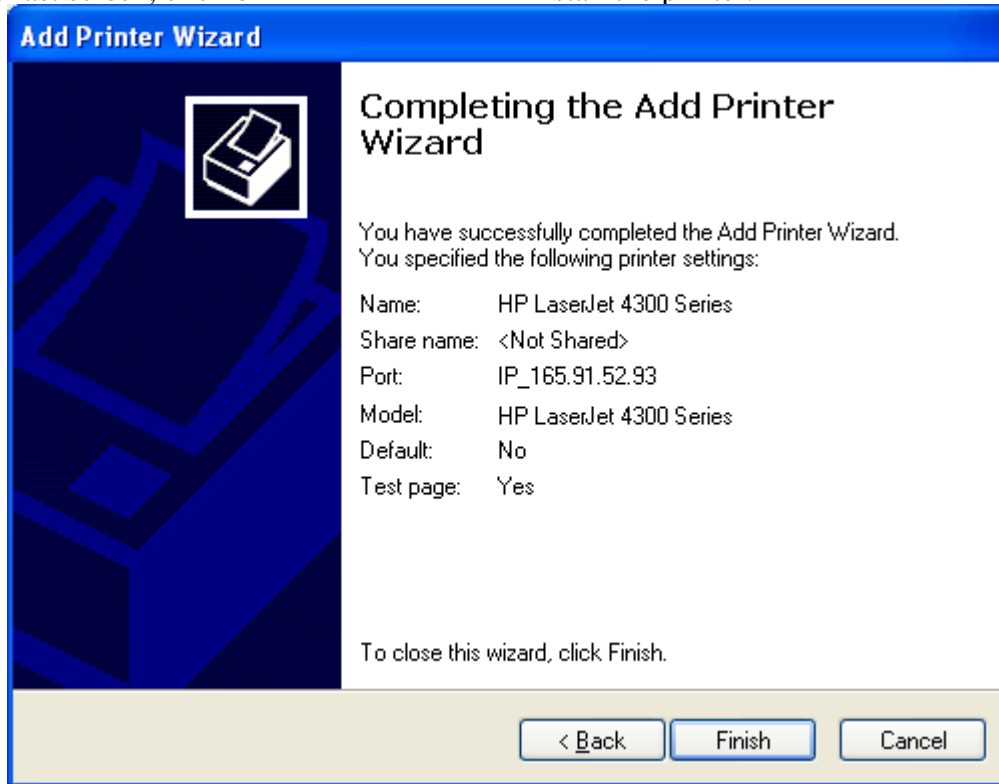
11. On this screen, click on “Next”:



12. Click on “Next” again:



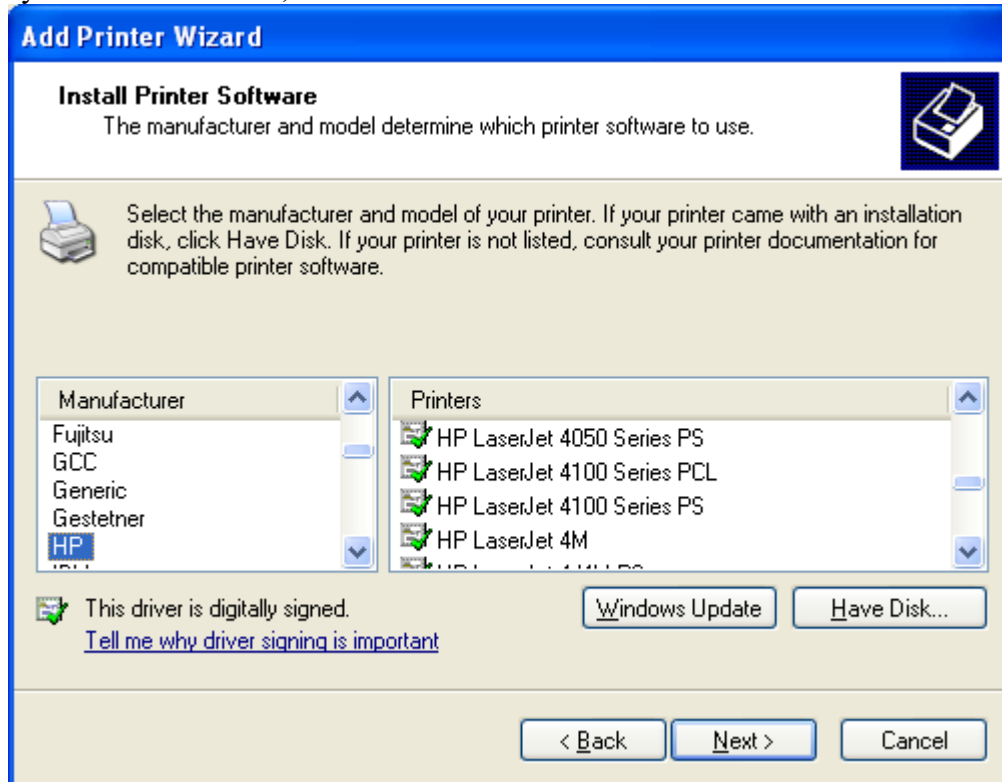
13. On the last screen, click on “Finish” and it will install the printer.



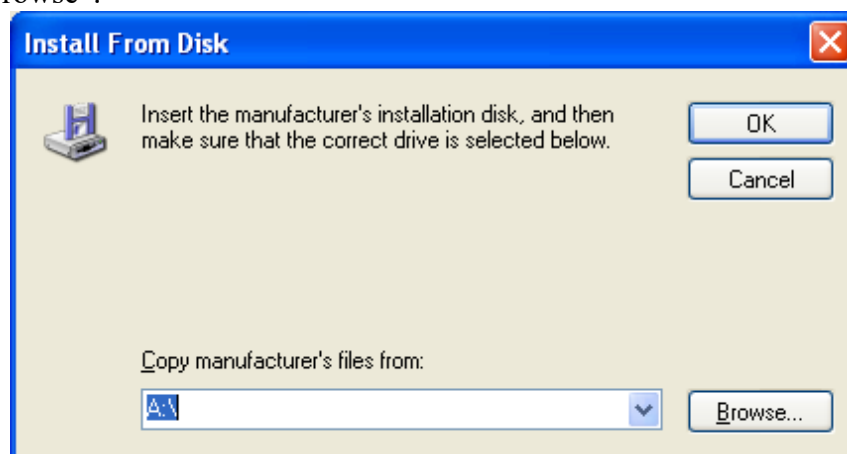
14. You should now be able to print to the printer in C126. It will be listed under your Printers and Faxes as “HP Laserjet 4300 Series.”

15. If the HP Laserjet 4300 Series printer is not listed in the screen shown in step 9, please notify IODP IT Support staff and they will provide the drivers. Alternatively, the drivers may be obtained by going to <http://iodp.tamu.edu/travel/meetings.html> and clicking on “PC Laserjet 4300 driver.” Please right-click on that link and save them to your desktop, then right-click on the zip file and choose “Winzip”.....”Extract to folder C:\Documents and Settings...” to unzip the folder into a new folder with the same name on your desktop.

Once you have the drivers, click on “Have Disk...” on the screen below.

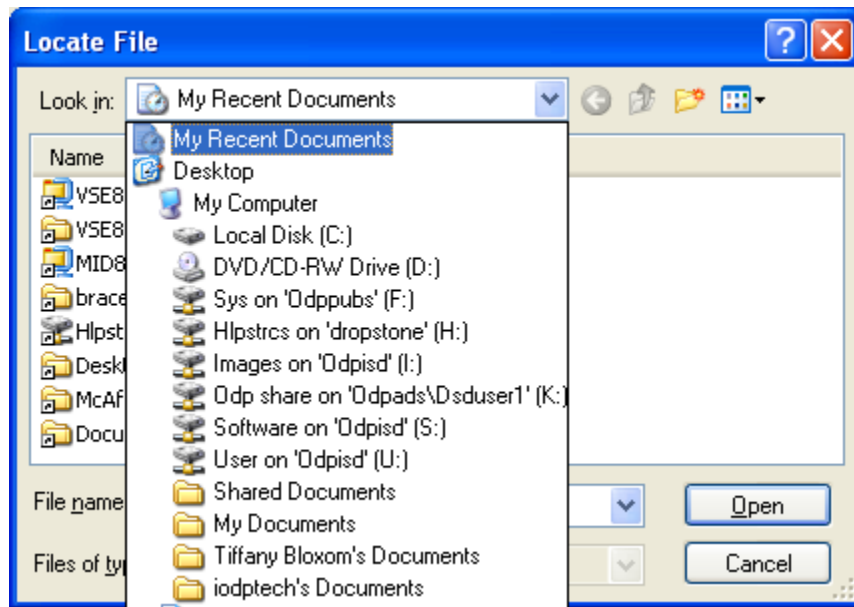


16. Click on “Browse”:

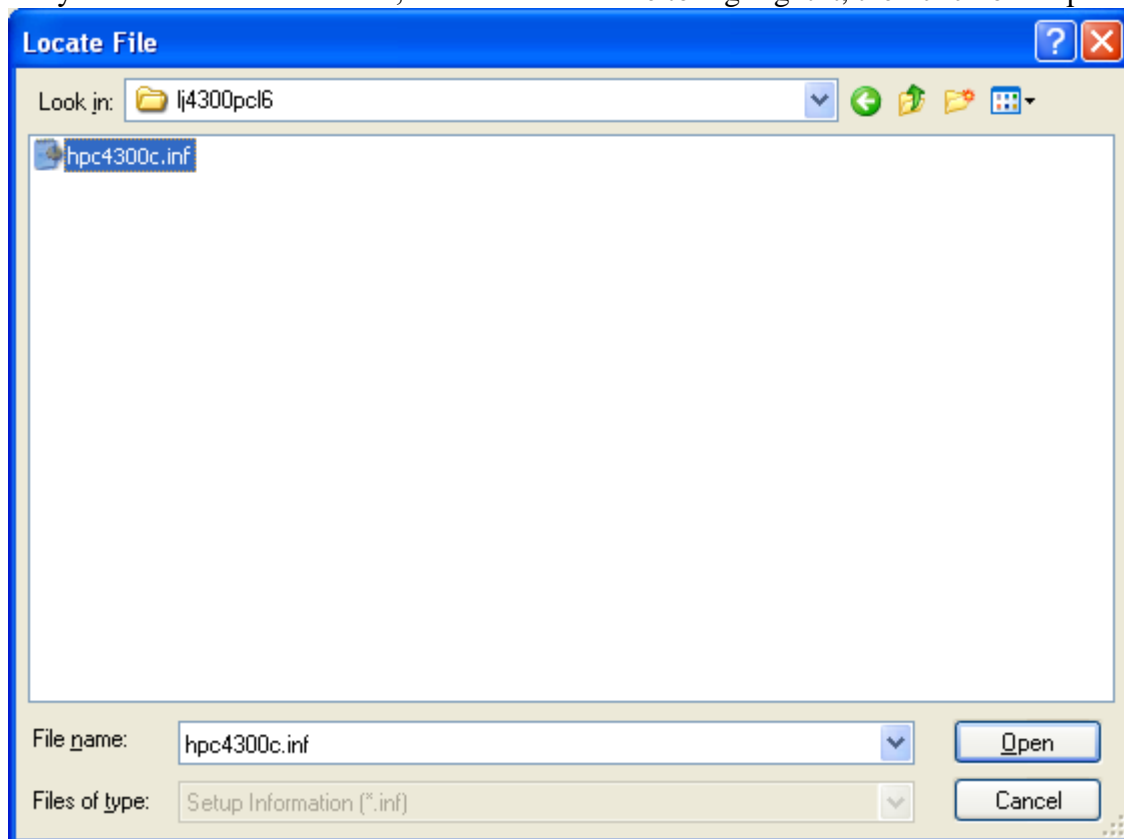




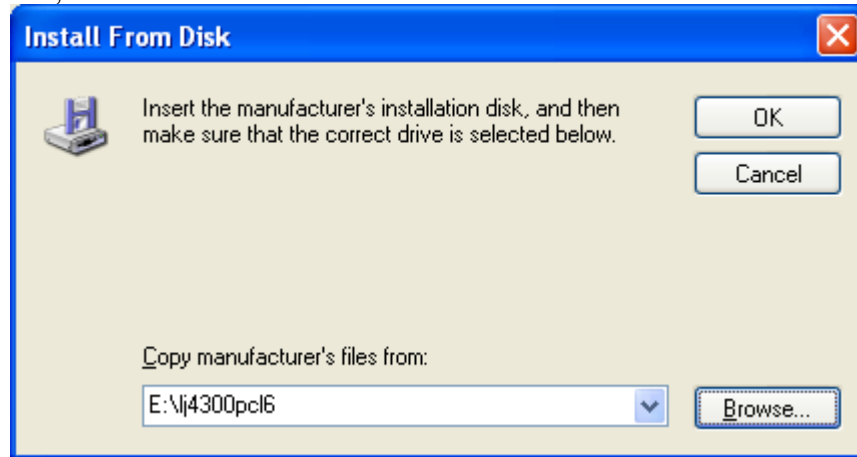
17. Navigate to the location of the drivers supplied by IODP staff (either the desktop, a CD or USB drive):



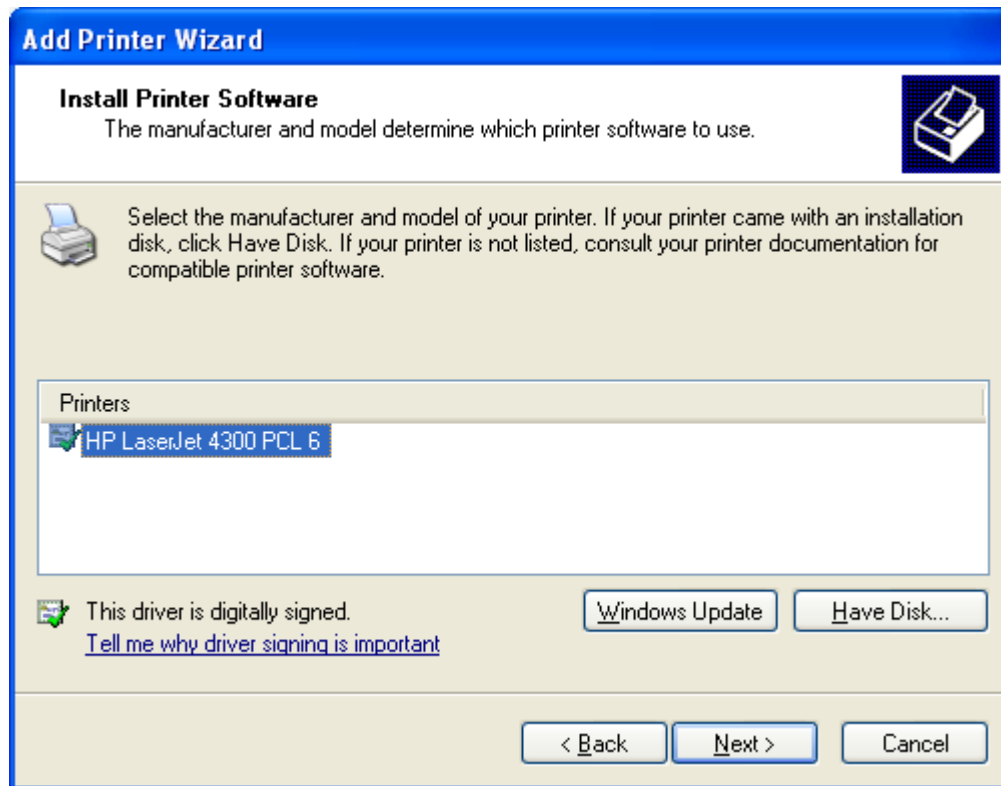
18. Once you've located the .inf file, click on it one time to highlight it, then click on "Open":



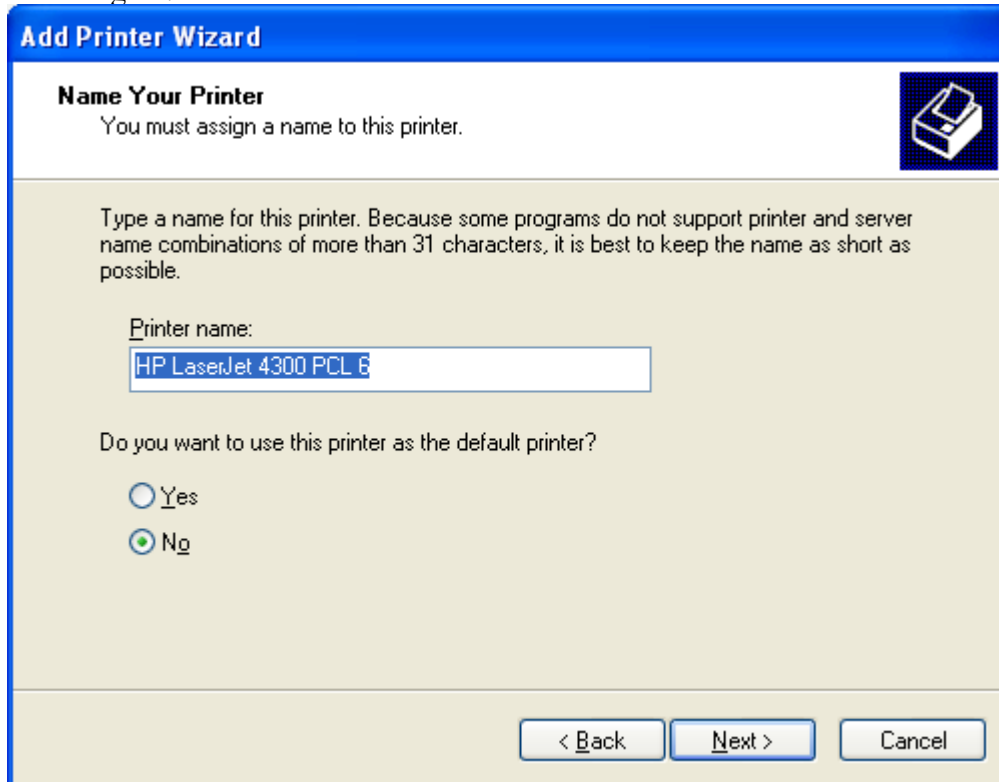
19. On this window, click on “OK”:



20. Then, click “Next”:



21. Click “Next” again:



**Add Printer Wizard**

**Name Your Printer**  
You must assign a name to this printer.

Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.

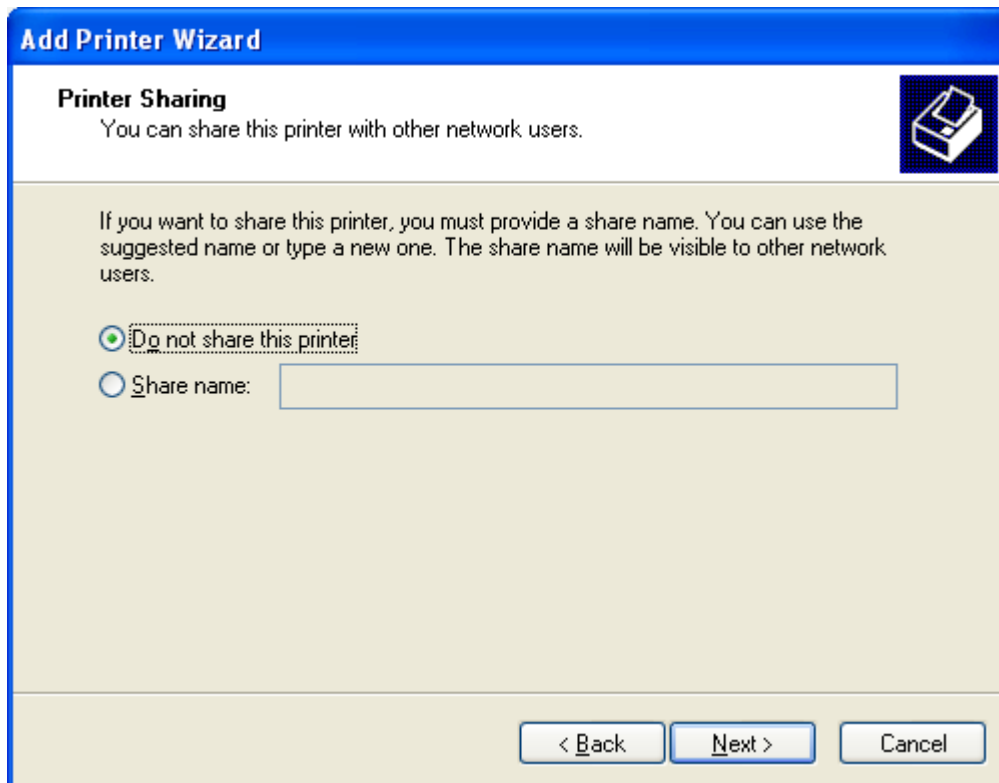
Printer name:

Do you want to use this printer as the default printer?

Yes  
 No

< Back    Next >    Cancel

22. Click “Next”:



**Add Printer Wizard**

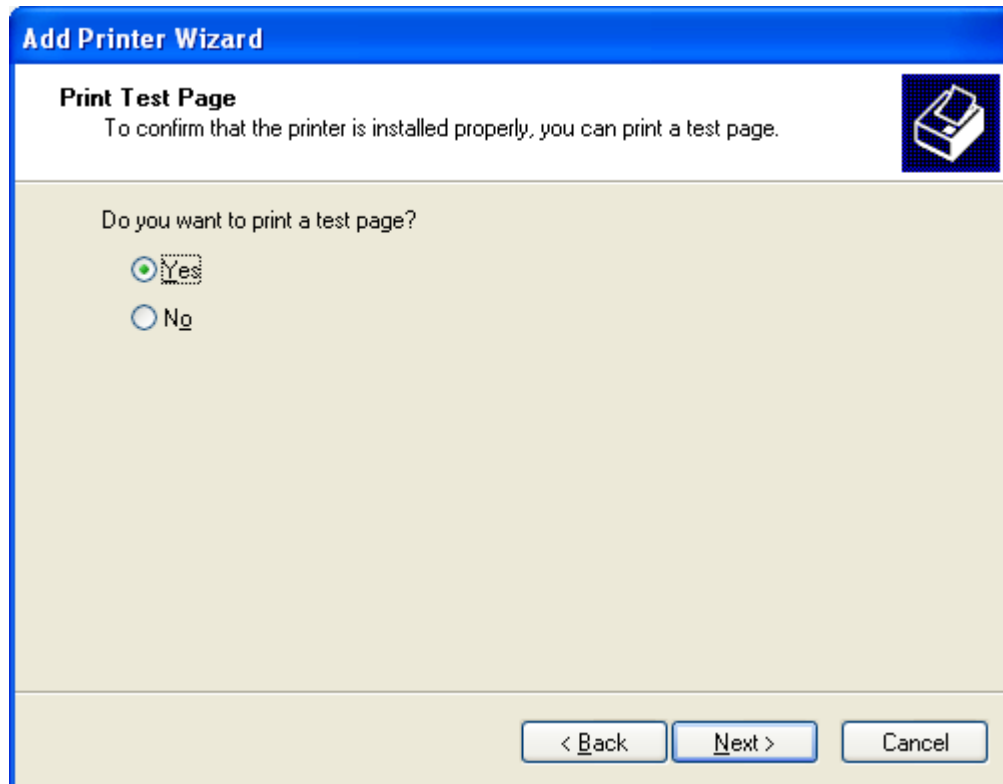
**Printer Sharing**  
You can share this printer with other network users.

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

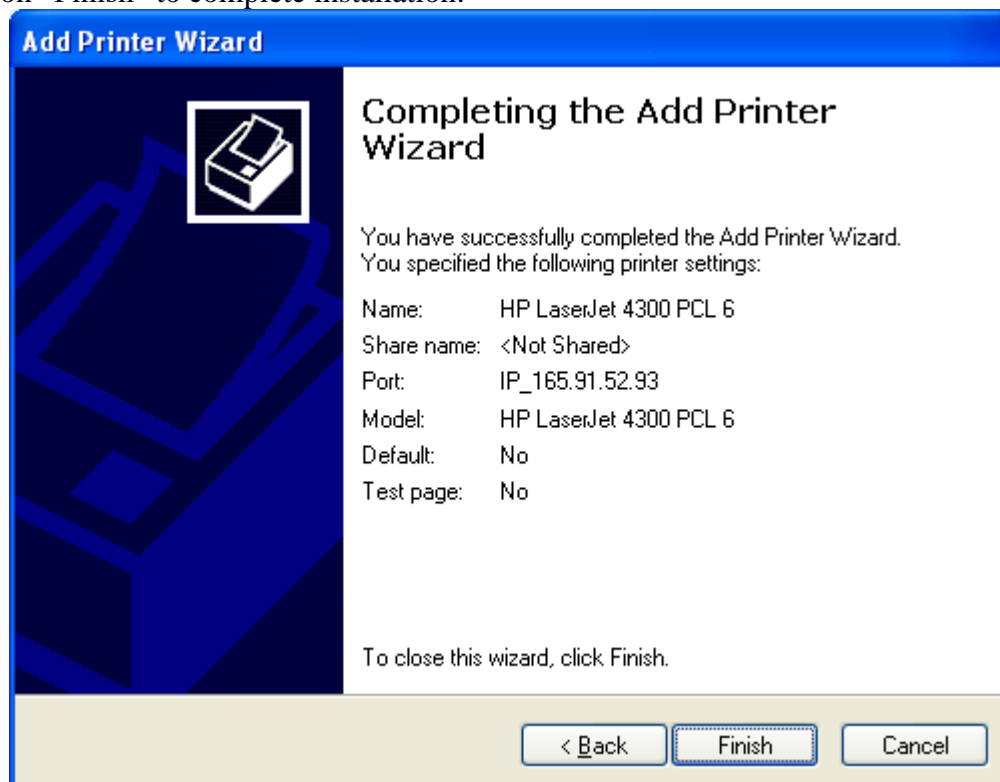
Do not share this printer  
 Share name:

< Back    Next >    Cancel

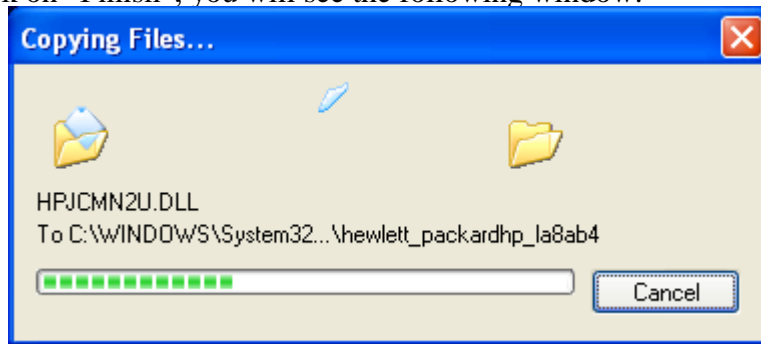
23. Select “Yes” to print a test page, then click on “Next”:



24. Click on “Finish” to complete installation:



25. Once you click on “Finish”, you will see the following window:



26. You should now be able to print to the printer in C126. It will be listed under your Printers and Faxes as “HP Laserjet 4300 PCL 6”

Finally, please let IODP personnel know if you have any technical issues during your visit. Enjoy your stay!