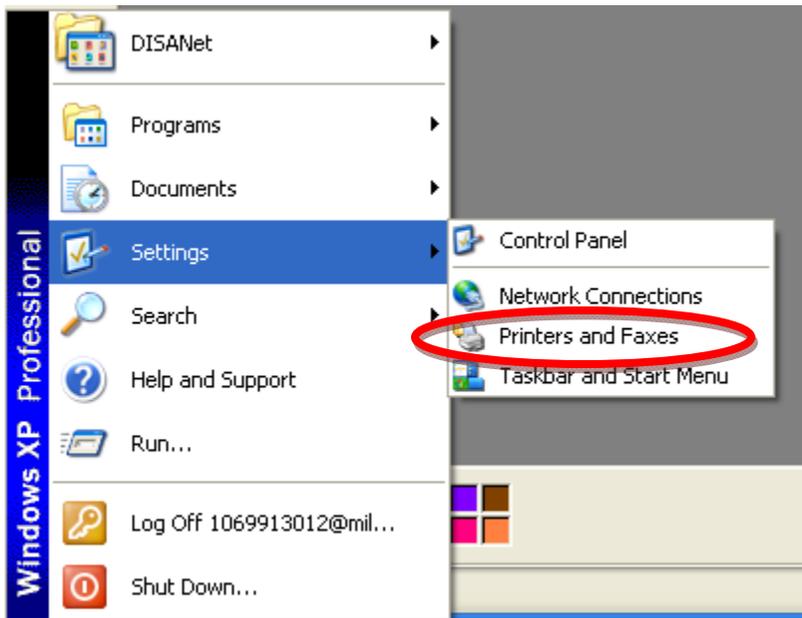




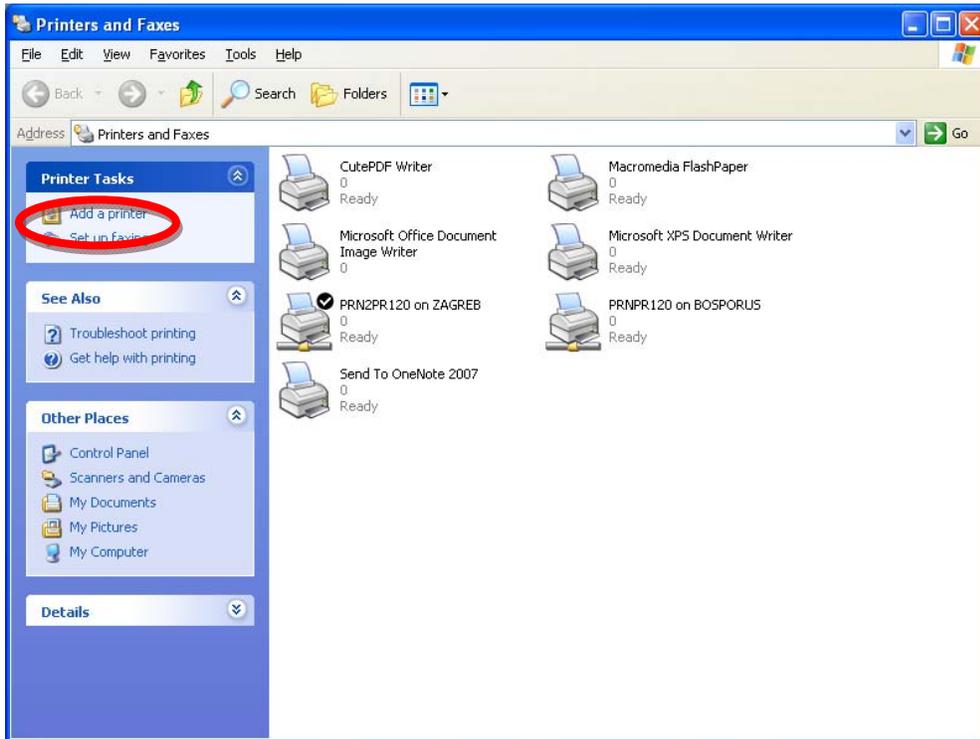
Printer Mapping Instructions for Fort Meade

Below are step by step instructions to map printers at Fort Meade.

1. To connect to a printer on the DISANet – click ***“Start”***
2. Put your cursor over ***“Settings”***
3. Click on ***“Printers and Faxes”***



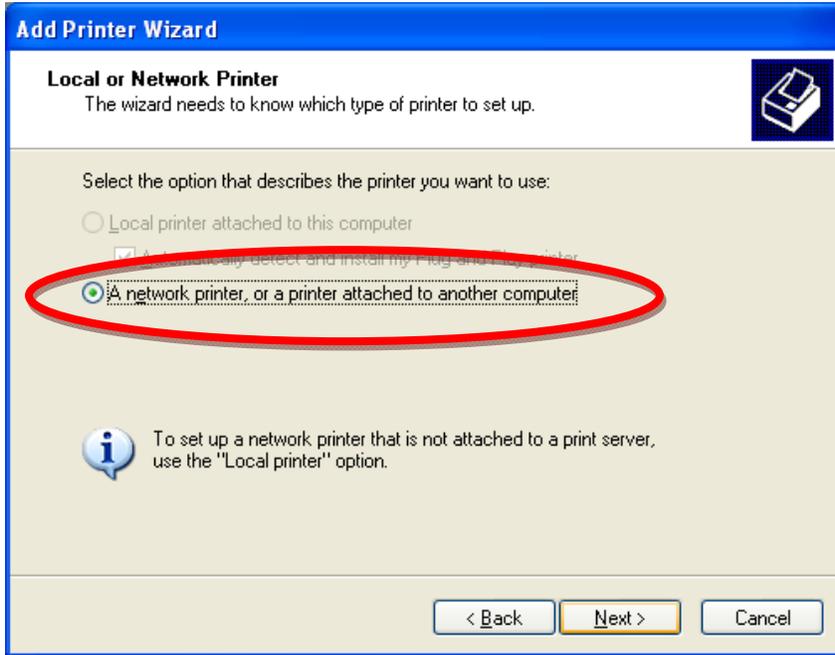
4. Under Printer Tasks, click **“Add a printer”** to open the Add Printer Wizard



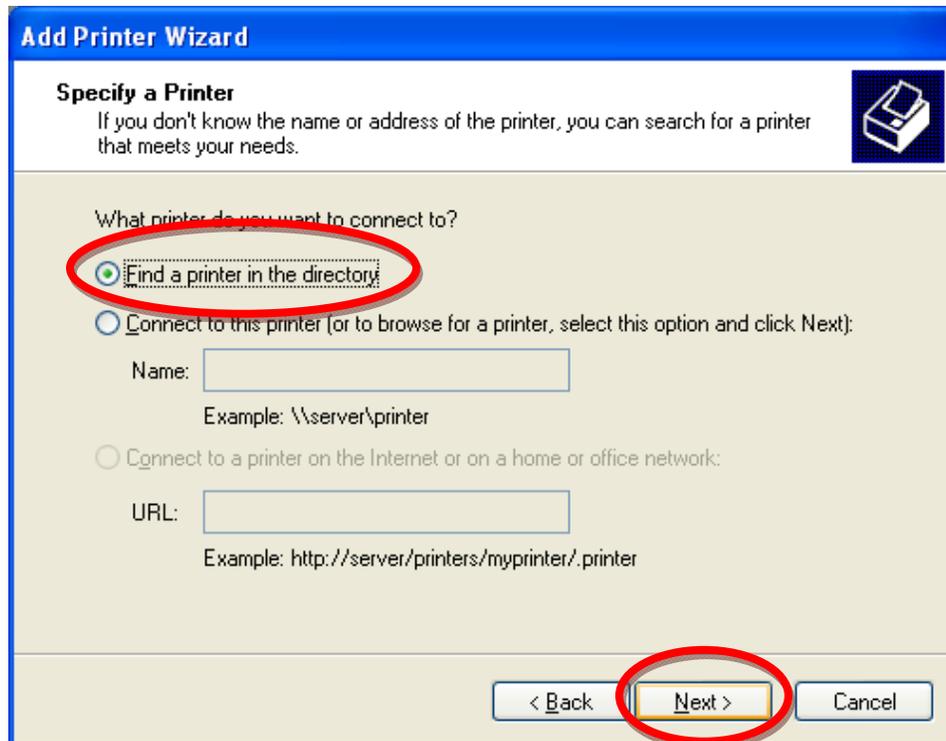
5. Click **“Next”**



6. Click ***"A network printer, or a printer attached to another computer"***, and then click ***"Next"***.



7. Click ***"Find a printer in the directory"***, and then click ***"Next"***.



- Walk to the printer/copier you want to print to and write down the printer/copier name into the space provided below. The printer name will be displayed on a label on the top of the printer/copier. All printer/copier labels will begin with HQS and are followed by additional numbers and/or letters.

Printer Name:

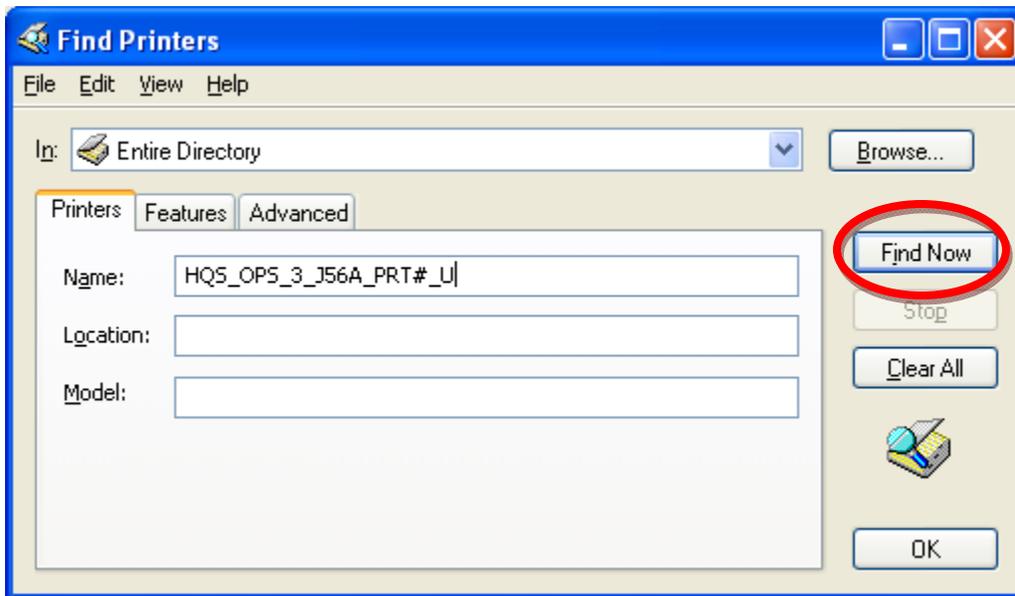
HQS_____

HQS_____

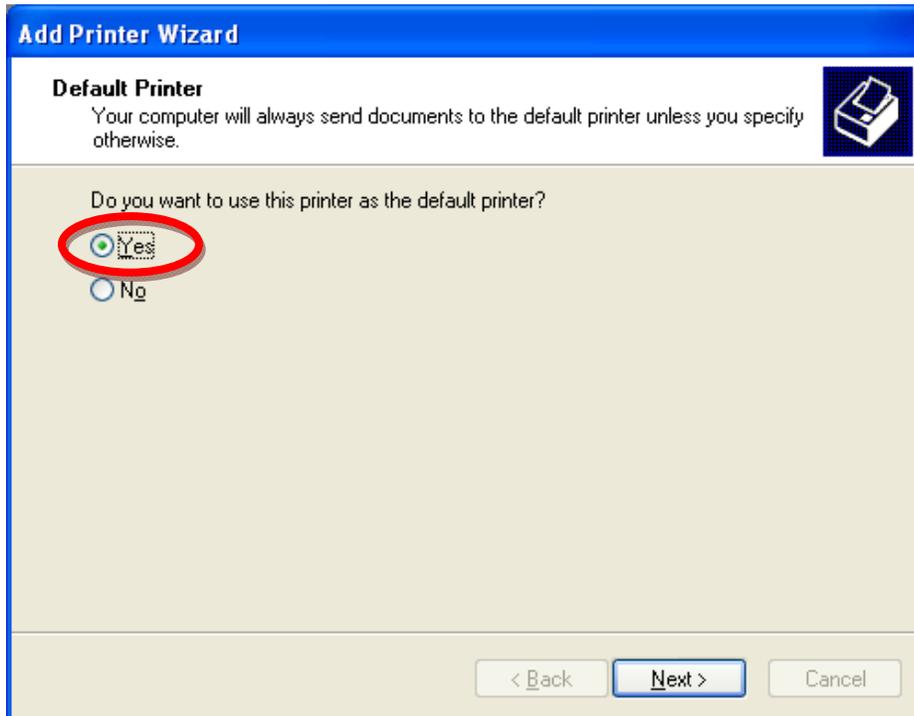
HQS_____

HQS_____

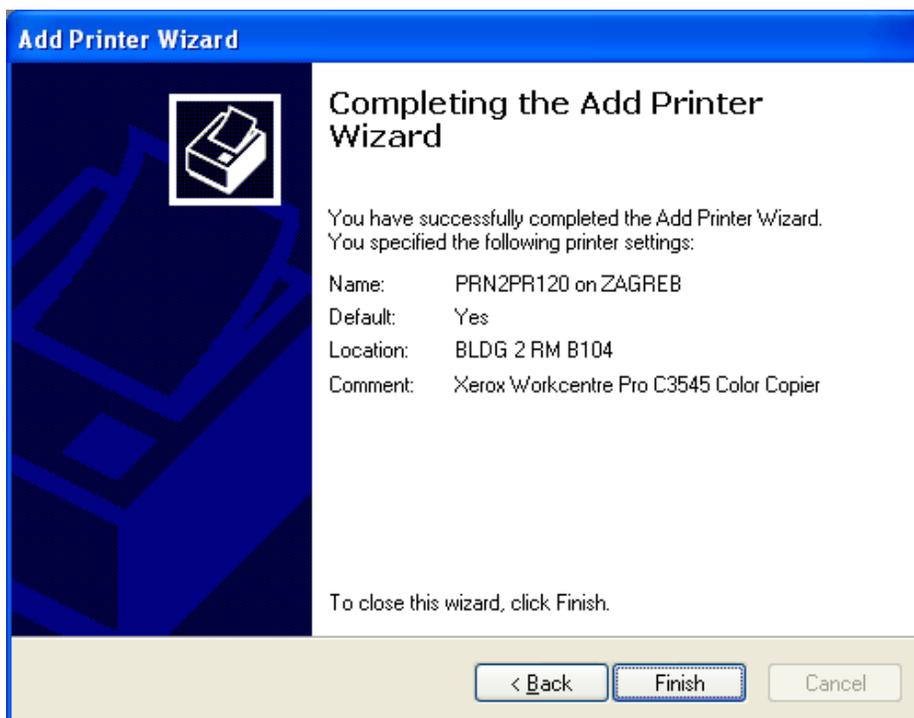
- Enter the exact name of the printer you wish to connect to and select ***Find Now***.



10. If you wish this printer to be your default printer, select **“Yes”** on this screen. Otherwise, select **“No”**.



11. You will see this screen if you are successful. Select **“Finish”**.





New Printer Naming Convention for DISA @ Ft Meade



SITE (Other sites may use this standard at a later date)
HQS= HQS@ Ft Meade

BUILDING
OPS = Operations CMD = Command ACQ = Acquisition WHS = Warehouse
LAB = Lab CMN = Common

FLOOR (Self Explanatory)

ROOM Room or cubicle nearest the device

DEVICE (#)
PRT = B&W Printer CPRT = Color Printer XPRT = Xerox Workcentre
= For additional devices

CLASSIFICATION
U = Unclassified C = Classified (Secret) J = Classified (JWICS/TS)