

## Managing Student Access to Network Printers Instructions by Aaron Folcik

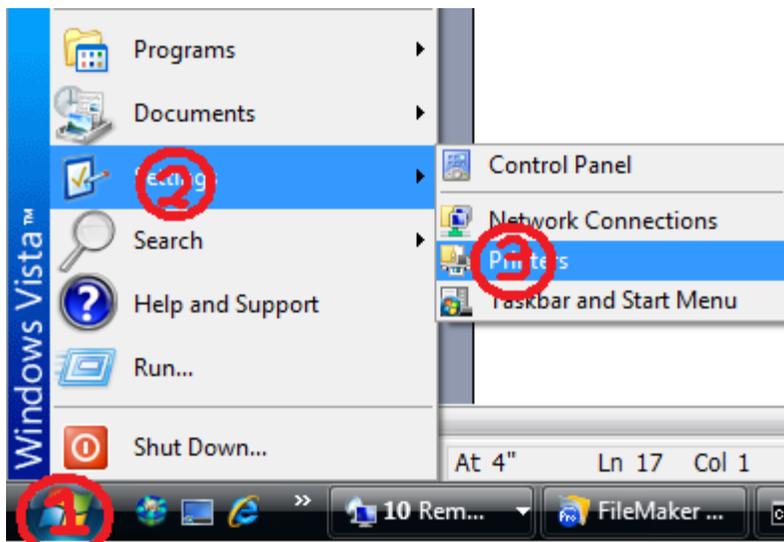
First, you will need to let the Tech Department know that you wish to manage students who are allowed access to print to the printer in question. The Tech Dept will need to know the name of the printer that you wish to manage the access to.

In this example, Arlene Welcher wishes to manage the students who are able to print to her color printer. The name of this printer is HS-FACE-COLOR. The Tech Dept will therefore will add her account to have “Controller” access to this printer.

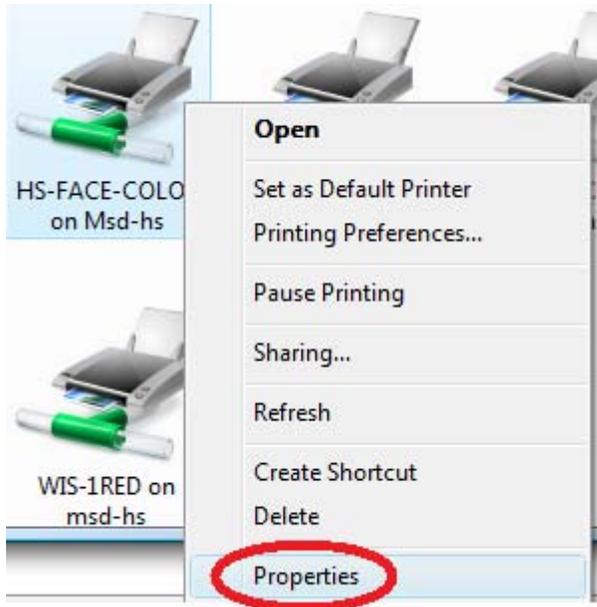
The next step is (if not done already), Arlene would have to have that printer added to her computer and have printed to it and verified that was working. (refer to separate instructions on how to add a printer to your printer list)

To add or restrict students’ accounts access to any specified printer:

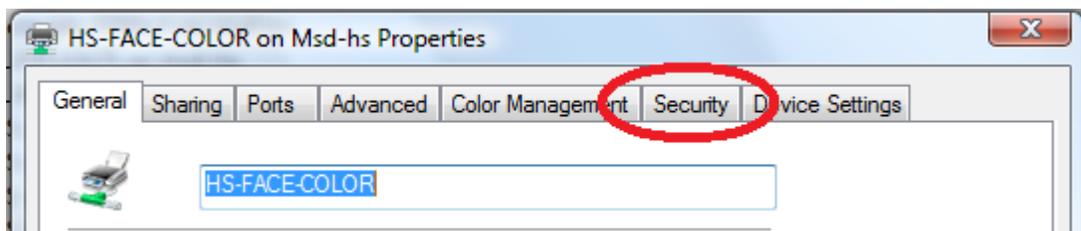
Start Menu – Settings – Printers (as in below picture) (In Windows XP, Printers will be “Printers and Faxes”)



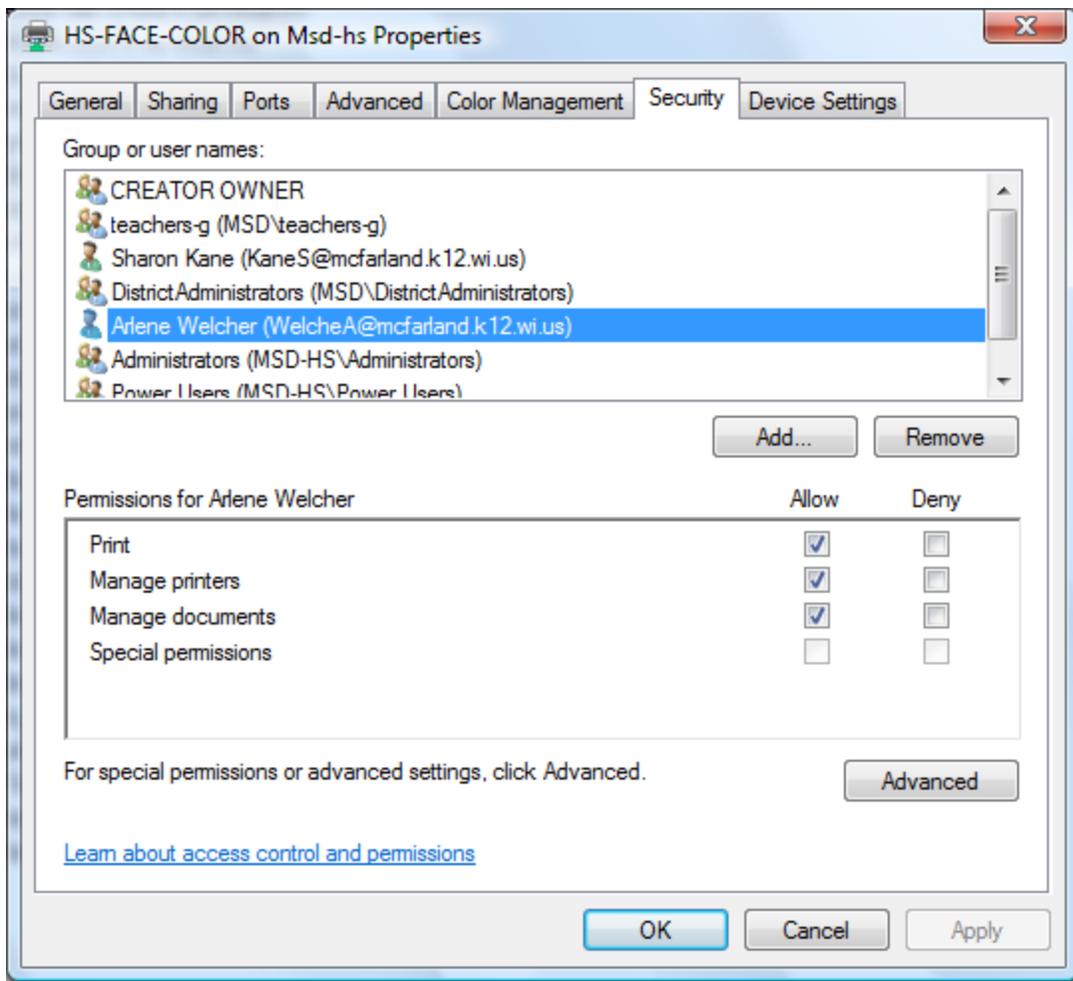
Next, locate the name of the printer. In this case, Arlene would locate HS-FACE-COLOR, then RIGHT-CLICK on the HS-FACE-COLOR printer icon, then LEFT-CLICK on Properties, as in the below picture:



In the printer properties window that comes up, it will look something like the picture below. One of the tabs across the top will be labeled Security. Click this tab. (circled in picture below):

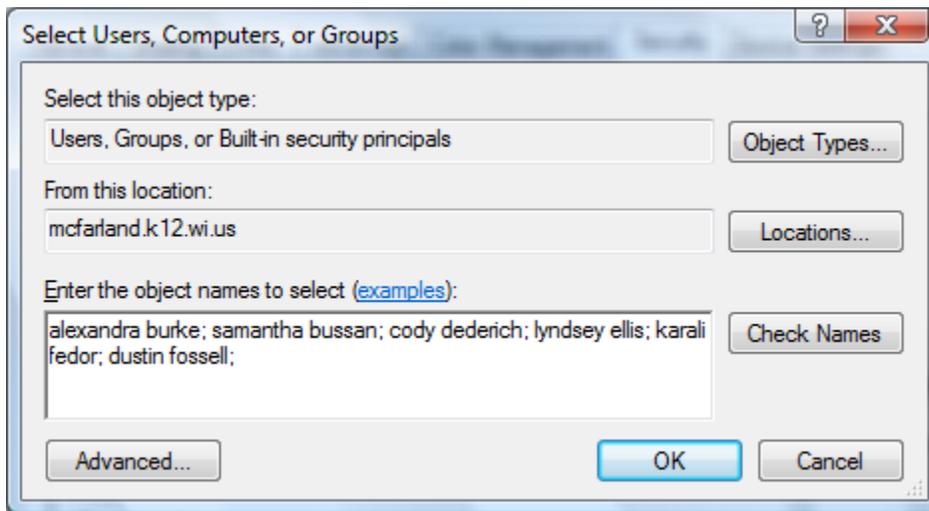


Now, currently in the security list for HS-FACE-COLOR, is the list of users and groups in the picture below. Please DO NOT remove or alter anything that is already there. CREATOR OWNER, Administrators, and Power Users, is all necessary for the Print Server to manage the printer. DistrictAdministrators and teachers-g are your fellow faculty and staff. If you do have a specific reason why any faculty or staff should NOT be printing to the device you are managing, contact your supervisor about this first. They in turn can discuss this with the Tech Department.

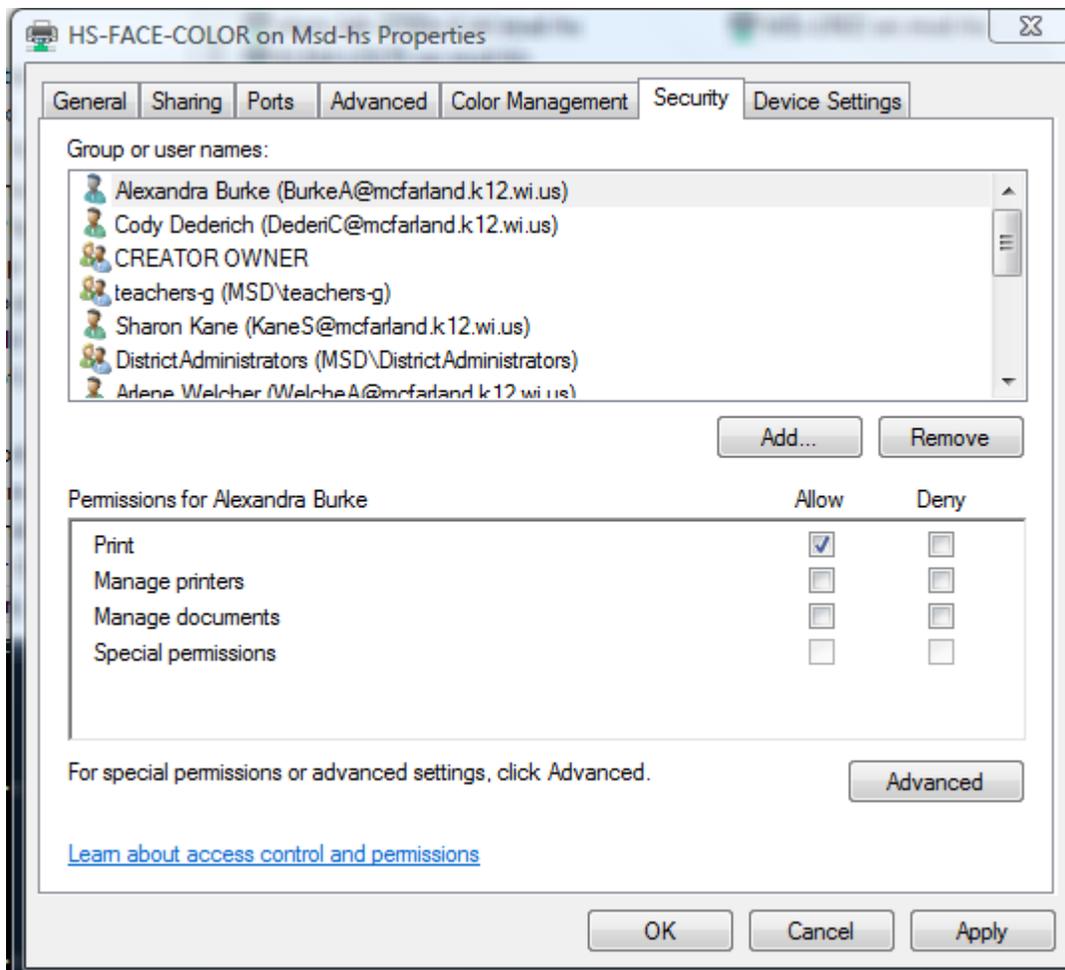


Now, if you only want SPECIFIED STUDENTS to be able to print to the printer, make sure there is NOT a current entry for any of these group names: students-g; hs-stu-g; imms-stu-g; wis-stu-g; elem-stu-g. If there is any of these, you can select them and click Remove so that they are not in the list. Click Apply once you've removed them.

So, now we're ready to add specific students. Click Add. You'll then see a window such similar to the one below:



Now, let's assume we wanted to let Alexandra Burke, Samantha Bussan, Cody Dederich, Lyndsey Ellis, Karali Fedor, and Dustin Fossell, access to this printer. As you see in the photo above, I've entered each of their names, each separated by a semicolon and space. Once you've entered them all, you can click OK. If any of the students names were typed wrong or are not recognized by the system, it will give you a dialog box asking to either correct that name or remove that name from the selection.



You'll now see a window such as the photo above. Notice how each of those students you entered are now in the listing. If you click on any of them they should have just the Allow checkbox for Print. That is all they should have. Nothing further is necessary. If you have any that you want to remove, just highlight their name and select Remove. Click OK when finished.

Contact the Technology Department if you should have any problems with this procedure.