**Campus Network**

**Overview**

To access a network, we need a *network operating system* (NOS, in short). For the campus PCs, we use *Microsoft Active Directory*. In order to access the network resources (e.g., file server, printer, etc.), we have to log on to the network. If we can log on to the network properly, we should be able to see some network drives.

**Some Local and Network Drives**

1. C: (Drive C)

Description: This is one of the partitions of the hard disk. This partition is protected. “Protected” means that everything will be restored once the computer is restarted.

1. D: (Drive D)

Description: This is another partition of the hard disk. In contrary to drive C, D: is not protected. Thus we should save files in D:, not in C:.

1. U: (Drive U)

Description: This is a network drive. U: belongs to the user, that is, only the user can access this drive.

1. O: (Drive O – “Hand-out” drive)

Description: This is a network drive. Students can get files from teachers through this drive.

1. I: (Drive I – “Hand-in” drive)

Description: This is a network drive. Students can submit files to teachers through this drive. Use **only** the “copy & paste” method to submit your files.

**Network Printing**

1. Before you print something to a network printer, make sure there is no print jobs jammed in the print queue that you want to use. For this purpose, open the Printers folder from the Control Panel, and double-click on the printer that you are going to use. Sometimes a print job is already sent to the printer, and cannot be seen in the corresponding print queue. In this case, the print job can only be cleared by turning off the printer.
2. If you omit the previous step, other people’s job might be printed before yours.
3. In case there are print jobs in the print queue, inform your teacher or a supporting staff (including lab assistants, usually can be found in Lab A213) of the *Computer Service Center* (CSC). They have the right to delete these print jobs.
4. Make sure the printer is on, and papers are placed properly in the tray.
5. When you have trouble using the printer, firstly leave a note on the printer saying what the trouble is (e.g., no toner, paper jam, etc.), secondly delete your print jobs.
6. Be a responsible person – DON’T leave the trouble to other people!