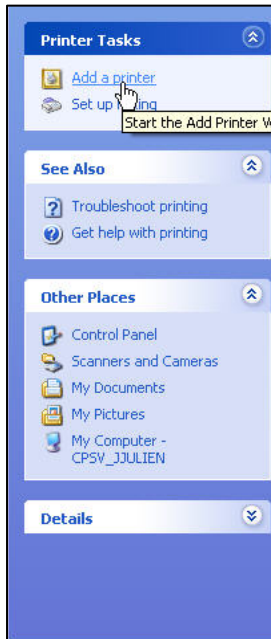
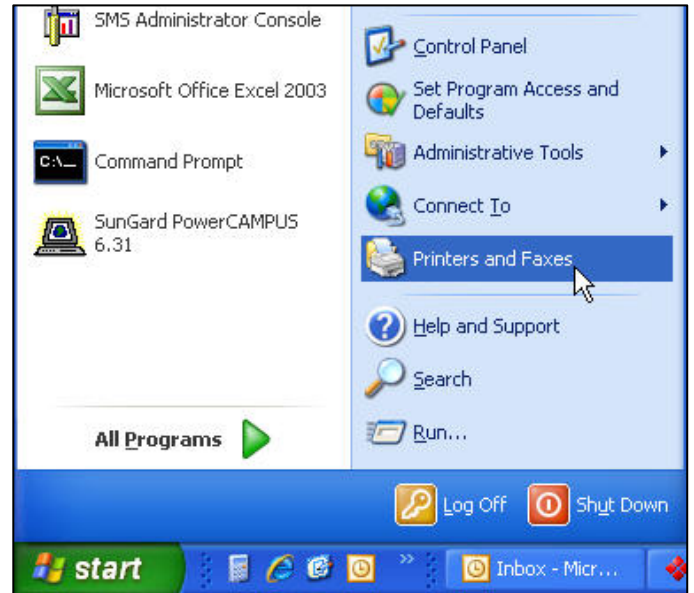


How to Install a Network Printer in Windows XP

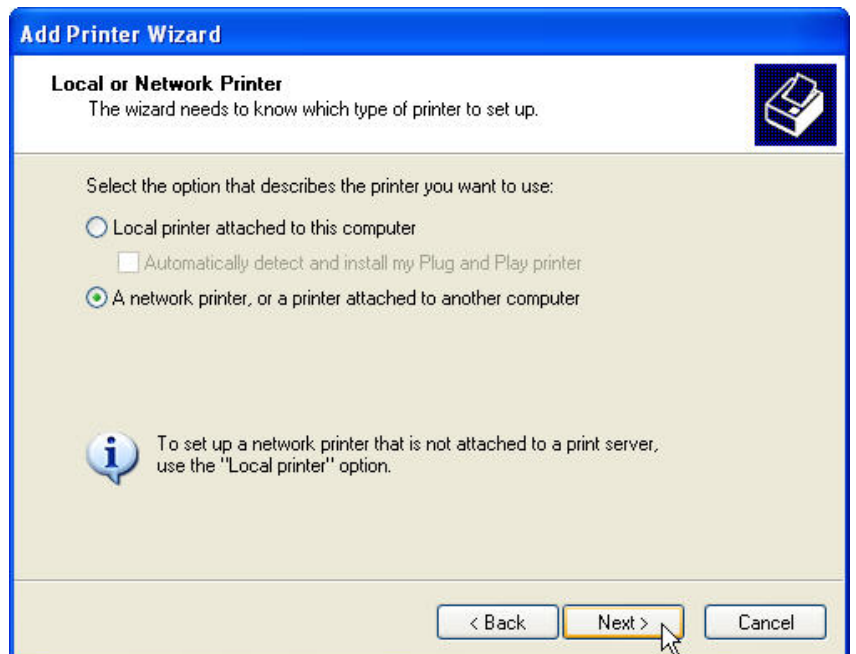
Once you've logged onto any computer on campus, you are automatically connected to the nearest printer that is associated with your account. For students, your account will be associated with the nearest printer that is in a public lab. If you are unable to send jobs to a particular printer, you will need to add the printer. Please note that you will only be able to add printers that you have permission to use. Follow the instructions below to add a printer.

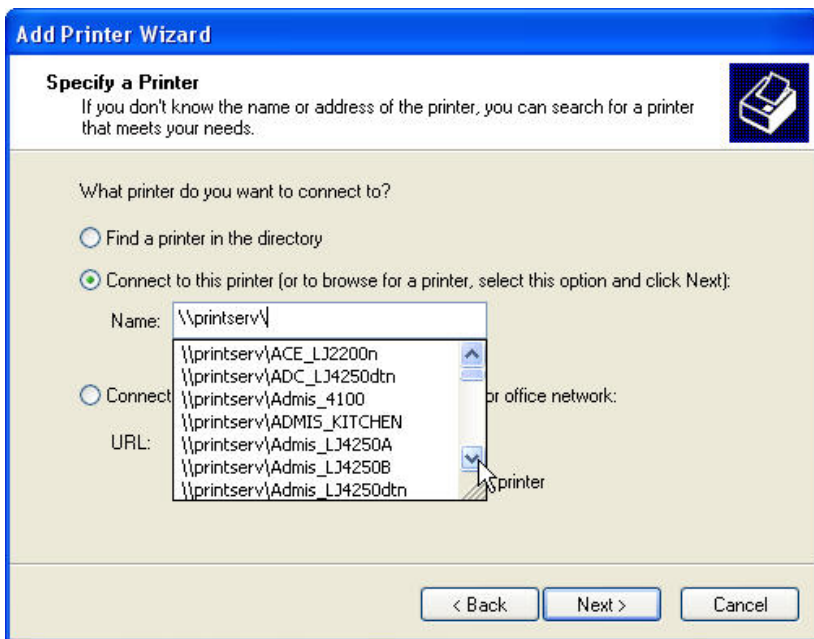
Click on **Printers and Faxes** from the **Start** menu. **Printers and Faxes** may also be found in either the **Control Panel** or **Settings**.



Click **Add a printer** from the **Printer Tasks** field on the left hand side. The **Add Printer Wizard** window will appear. Click **Next** to continue.

Select **A network printer, or a printer attached to another computer** and click **Next**.

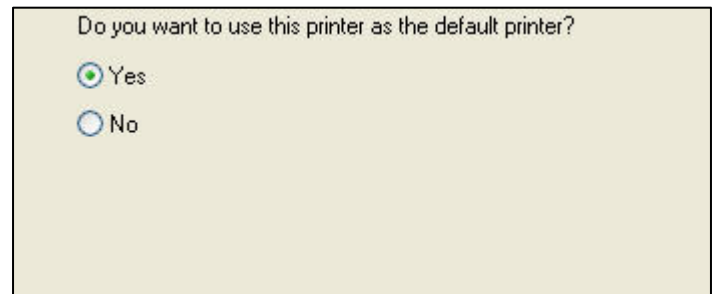




Select **Connect to this printer (or to browse for a printer, select this option and click Next)**. Type **\\printserv** in the **Name** field. A drop down list will appear. Scroll down until you've found the printer you want to add and then select. Click **Next** to continue.

Note: Only the printers you have access to will appear on the list.

Select **Yes** if you would like the printer to be set as the default. Click **Next**.



A summary of the printer settings will appear. Click **Finish** to complete the wizard.

The printer icon will now appear in your Printers and Faxes list.