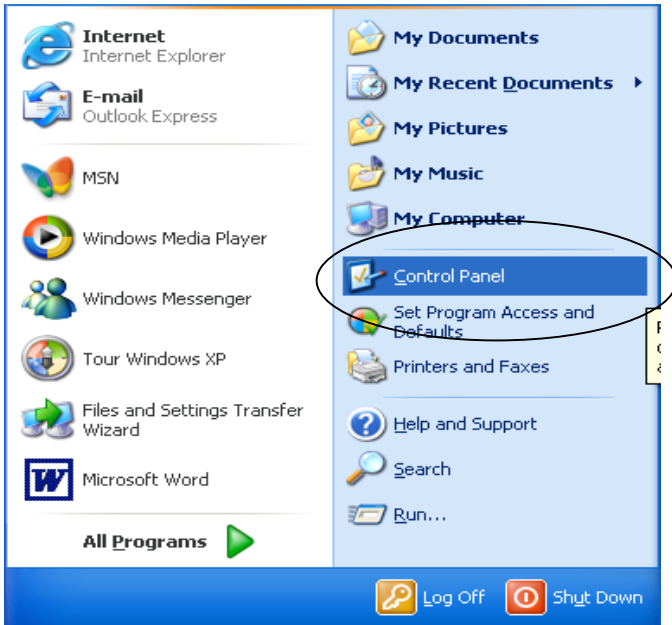
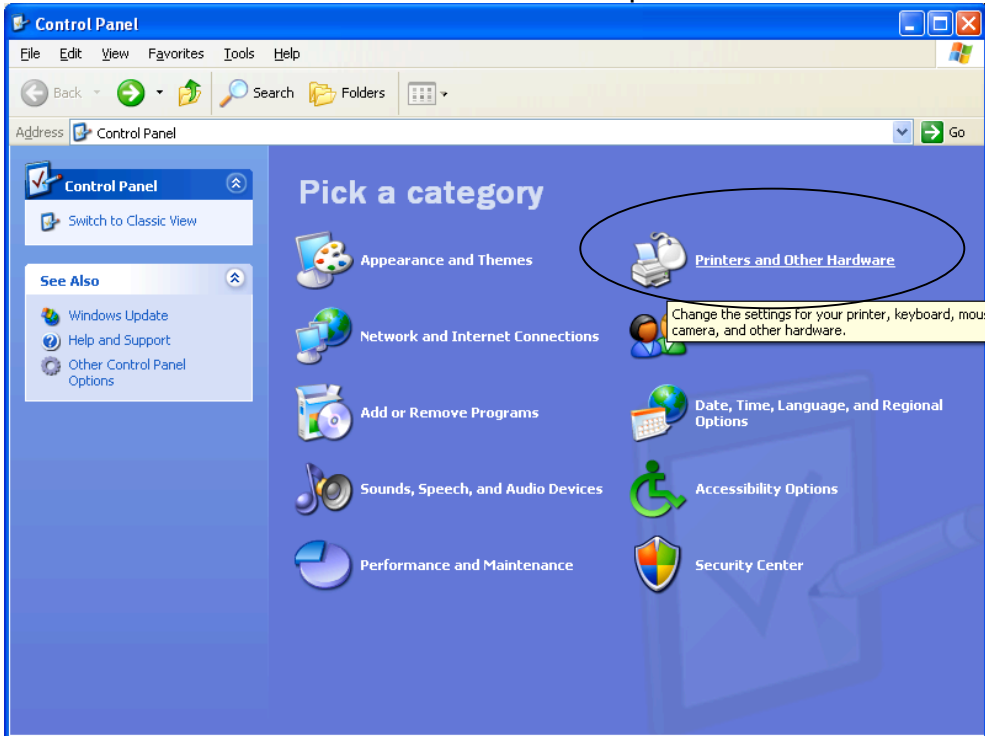


# Adding a Network Printer: Windows XP

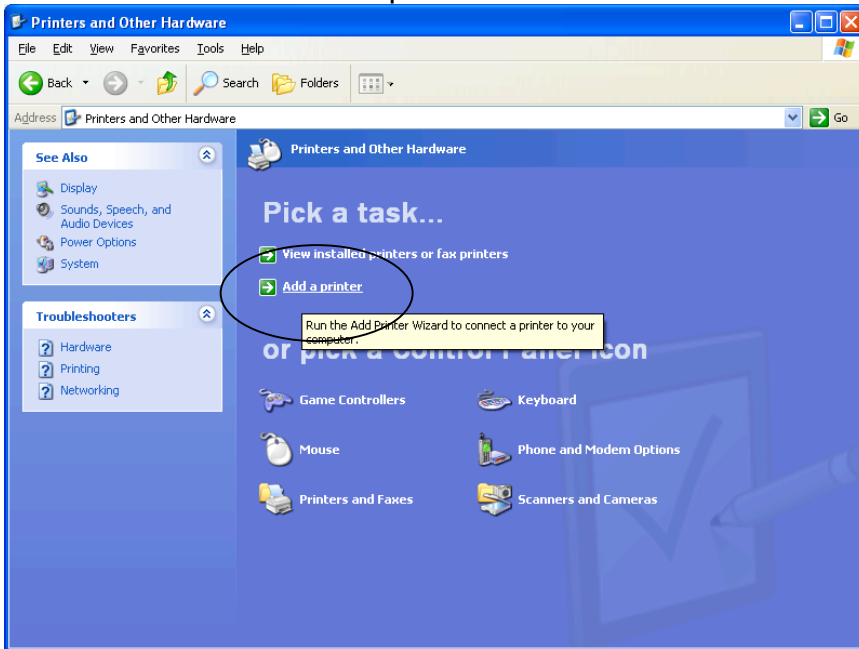
1. Start → Control Panel:



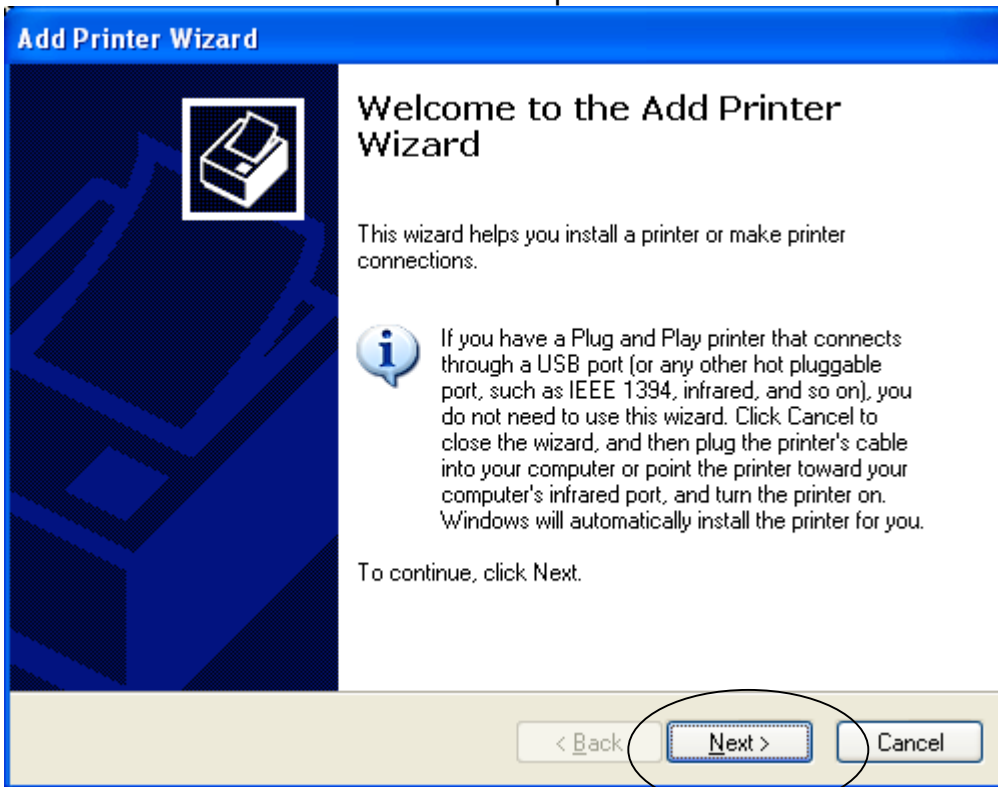
2. Click the “Printers and Other Hardware” option:



3. Click the “Add Printer” option:



4. The “Add Printer” Wizard will start up. Click the “Next” button:




5. Select the "network printer" option and then "Next":

**Add Printer Wizard**

**Local or Network Printer**  
The wizard needs to know which type of printer to set up.

Select the option that describes the printer you want to use:

- Local printer attached to this computer
  - Automatically detect and install my Plug and Play printer
- A network printer, or a printer attached to another computer

 To set up a network printer that is not attached to a print server, use the "Local printer" option.

< Back   Next >   Cancel

6. Select "Find a printer in the directory" and then "Next":

**Add Printer Wizard**

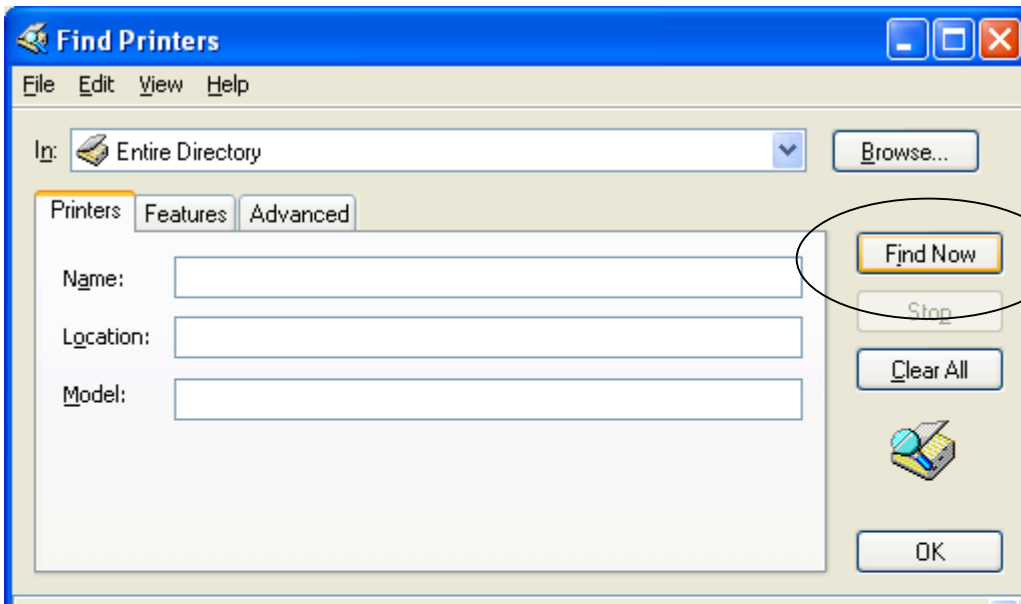
**Specify a Printer**  
If you don't know the name or address of the printer, you can search for a printer that meets your needs.

What printer do you want to connect to?

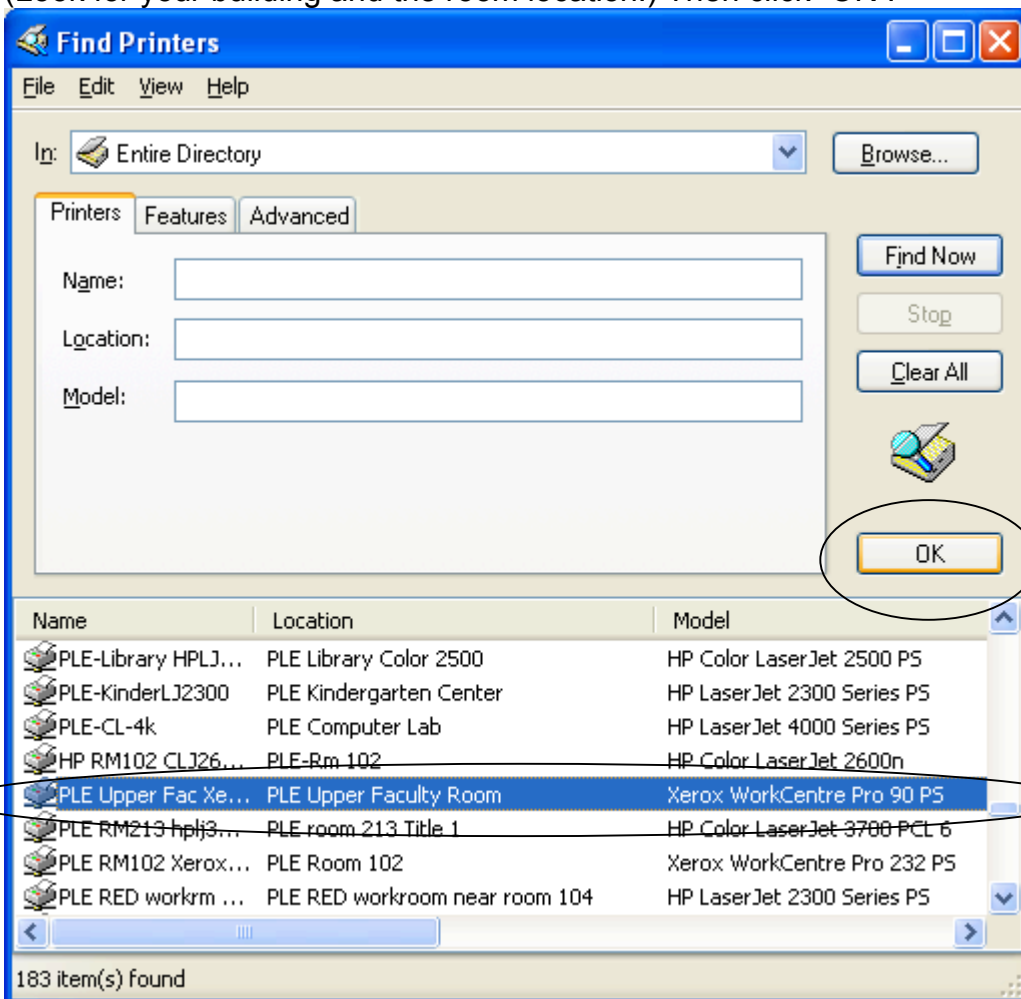
- Find a printer in the directory
- Connect to this printer (or to browse for a printer, select this option and click Next):  
Name:   
Example: \\server\printer
- Connect to a printer on the Internet or on a home or office network:  
URL:   
Example: http://server/printers/myprinter/.printer

< Back   Next >   Cancel

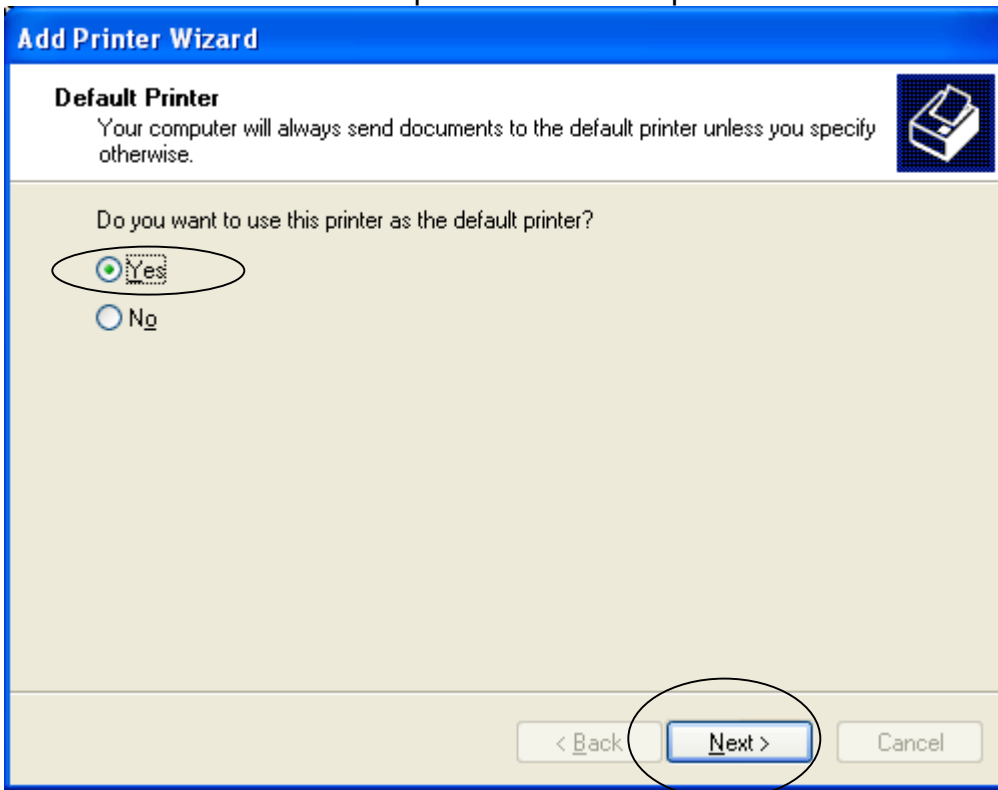
7. Click the "Find Now" button:



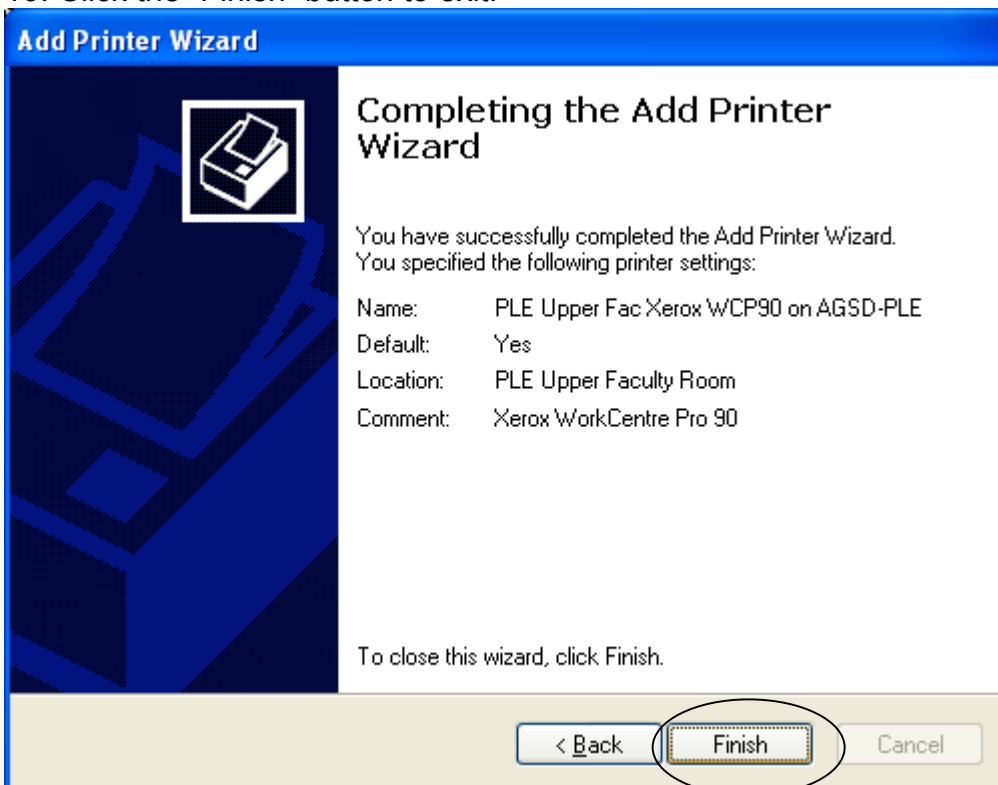
8. Scroll through the list to find the printer you would like to connect to: (Look for your building and the room location.) Then click "OK":



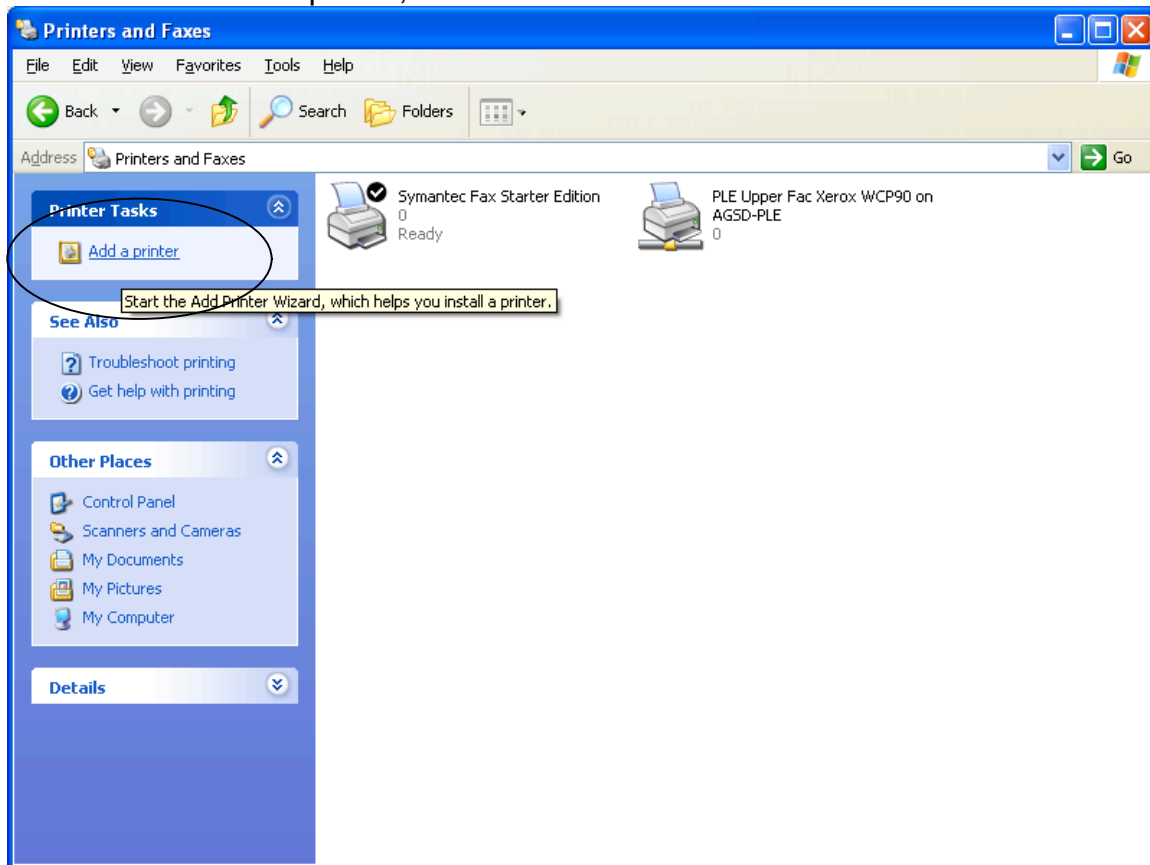
9. Select “Yes” to make this printer the default printer and then “Next”:



10. Click the “Finish” button to exit:

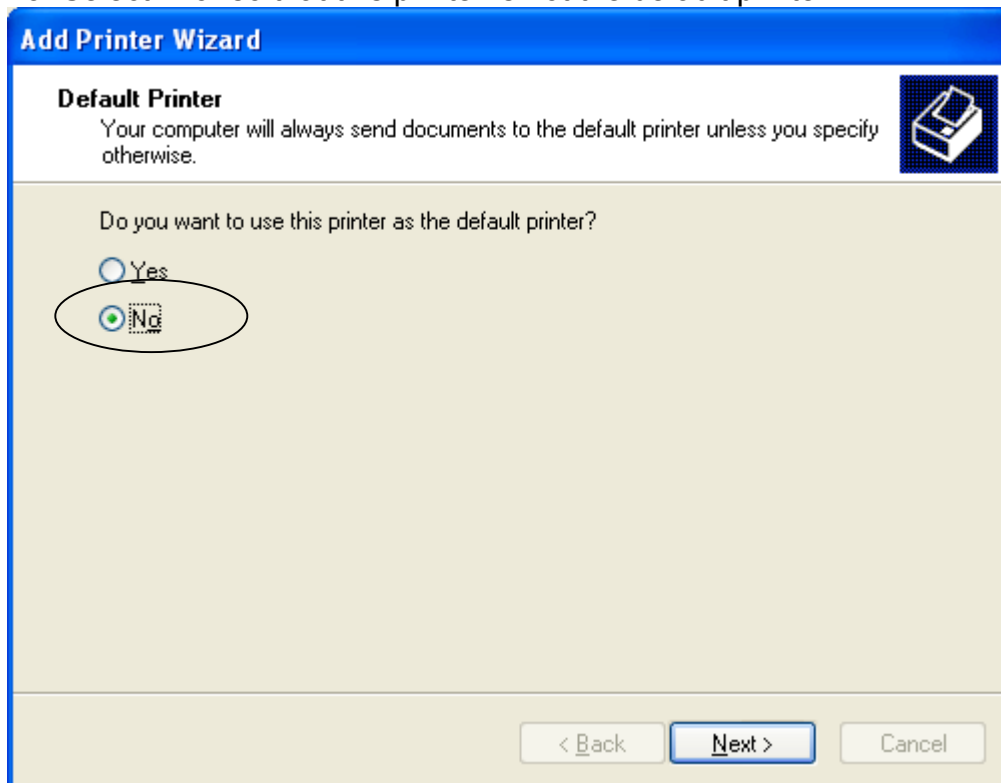


11. To add a second printer, select “Add Printer”:



12. Follow steps 4 – 8 to select the next printer.

13. Select “No” so that this printer is not the default printer.



14. Click on “Next” and then “Finish” to complete the process.

Your printer screen in the help desk will look like this view. The default printer will have a check in a black circle above it. If you want to change the default printer, click on that printer and then, in the drop down “File” menu, select “Set as default printer.”

