Network Printer Installation for Windows XP

• To install a network printer first click on Start>Printers and Faxes



• Click on **Add a Printer** located on the left toolbar in the window that appears.

| Service and Faxes | | | | |
|---------------------------------|----------------------------|-----------|---|-------|
| <u>File Edit View Favorites</u> | <u>T</u> ools <u>H</u> elp |) | | 4 |
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| Address 🦦 Printers and Faxes | | | | 🔽 🄁 G |
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| Ø Get help with printing | | | | |
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| My Documents | | | | |
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| Viv Computer | | | | |
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| Details | ۲ | | | |

• At the Welcome To Add Printer Wizard screen click Next.



• At the following window make sure A Network Printer... is selected then click 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. |
| < <u>B</u> ack <u>N</u> ext > Cancel |

• In the window below you can either type in the printer name or you can browse for the printer. It is recommended that you browse for the printer so make sure *Browse for a printer* is selected then click **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? Image: Browse for a printer Image: Connect to this printer |
| 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 |
| |
| |
| < <u>B</u> ack <u>N</u> ext > Cancel |

- When browsing for your printer you will have to:
 - 1. Expand the *Hamilton-D* domain.

HAMILTON-D

2. Scroll down and then expand the PSERVER-ESS

3. Under the PSERVER-ESS will be all the network printers from every department. Select the proper printer then click **Next.**

| Add Printer Wizard | | |
|------------------------------------------------------------|-------------------------------------------------|--------|
| Browse for Printer When the list of printers appears, s | elect the one you want to use. | Ø |
| Printer: Shared printers: | | |
| PSERVER-ESS | | ~ |
| Access_A | Access_A Admissions A | |
| Alfalfa | Alfalfa | - |
| 🗳 AppleLas 🖧 Athletics 134 A | Apple LaserWriter Select 360 Athletics 134 A | ~ |
| | | > |
| Printer information | | |
| Comment: | | |
| Status: | Documents waiting: | |
| | | |
| | < <u>B</u> ack <u>N</u> ext> | Cancel |

• The next window is where you can choose if you would like your newly created printer to be your default printer. Select yes or no then click **Next.**

| Add | Printer Wizard |
|-----|--------------------------------------------------------------------------------------------------------------------|
| De | efault Printer Your computer will always send documents to the default printer unless you specify otherwise. |
| | Do you want to use this printer as the default printer? ⊙Yes ○No |
| | < <u>B</u> ack Cancel |

• You are now finished adding a network printer. Click **Finish** and you are ready to start printing your documents.



For questions or comments regarding this document, please E-mail docxteam@hamilton.edu