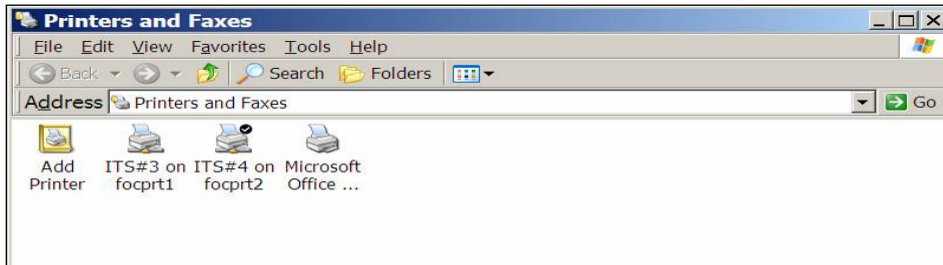
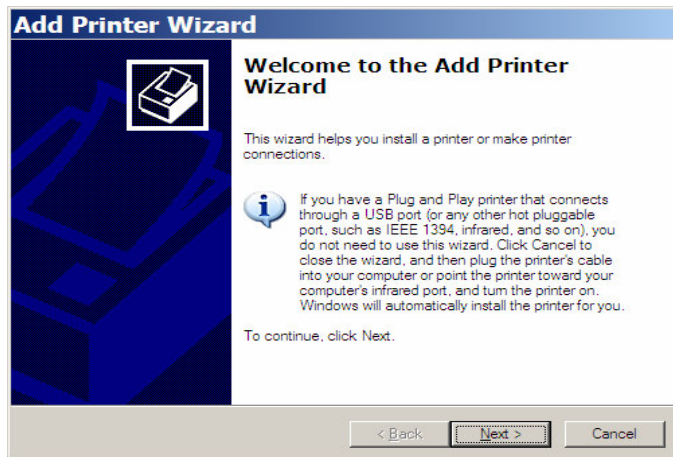


How to Add a Network Printer

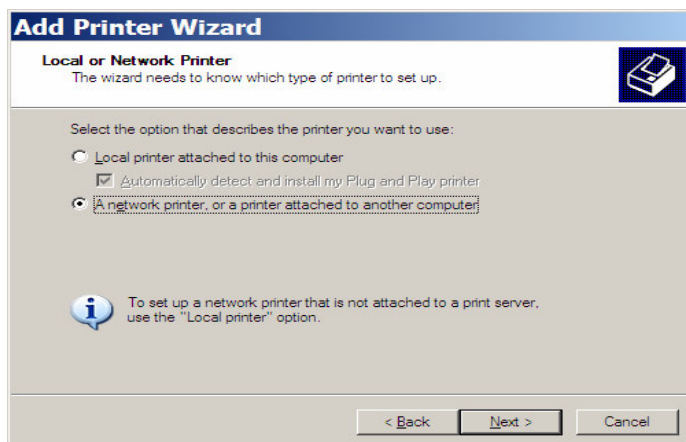
1. Click on the 'Start' button which is typically located on the lower left-hand side of your screen in the Taskbar.
2. Click on 'Settings' then 'Printers and Faxes'.
3. You should see a window similar to the following.



4. Double click on the "Add Printer' icon.
5. When the "Add Printer Wizard' window appears, click 'Next'.



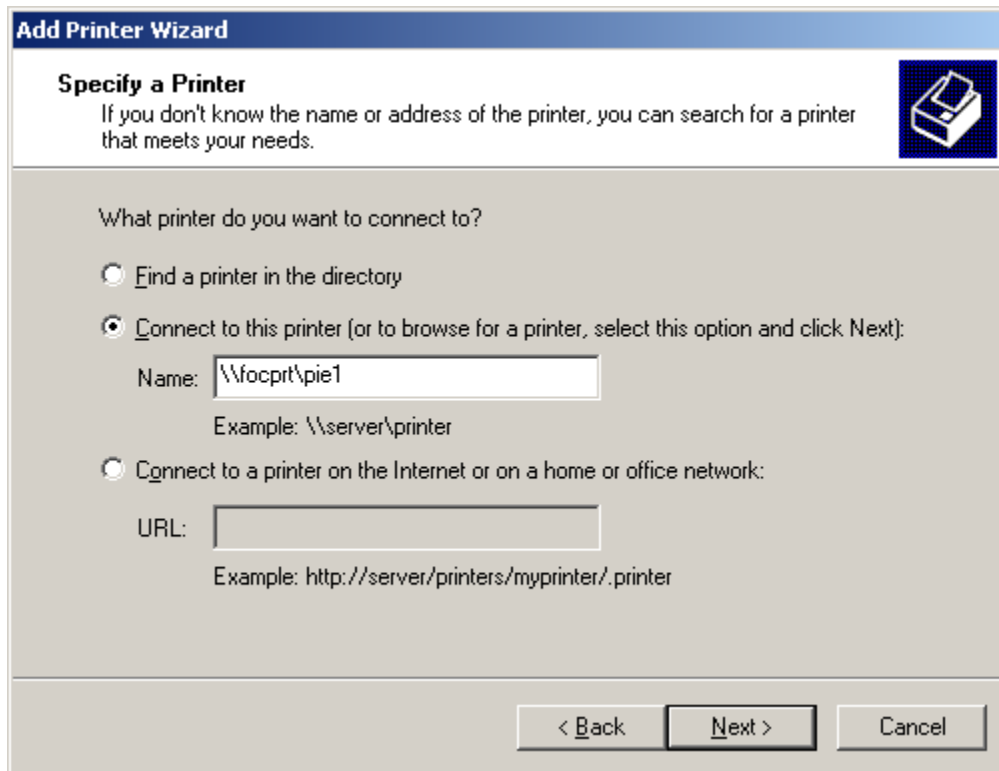
6. On the following screen make sure to select the 'A network printer, or a printer attached to another computer' option and click "Next'.



How to Add a Network Printer

7. On the next screen click on 'Connect to this printer' option and enter the printer name in the 'Name:' field using the syntax `\\server\printer`. For example `\\focprt\pie1`.

Note: If you're unsure of the path and name of the printer, check the printer itself for a white label that contains the information (network printers are labeled). If the printer isn't labeled, check the 'Printer and Faxes' of a co-worker that is printing to the printer and get the information from them.



The screenshot shows the 'Add Printer Wizard' dialog box with the title 'Add Printer Wizard' and the subtitle 'Specify a Printer'. Below the subtitle is the text: 'If you don't know the name or address of the printer, you can search for a printer that meets your needs.' There is a printer icon in the top right corner. The main area contains the question 'What printer do you want to connect to?' followed by three radio button options. The first option is 'Find a printer in the directory'. The second option is 'Connect to this printer (or to browse for a printer, select this option and click Next):' and is selected. Below this option is a text box containing 'Name: \\focprt\pie1' and an example 'Example: \\server\printer'. The third option is 'Connect to a printer on the Internet or on a home or office network:'. Below this option is a text box containing 'URL:' and an example 'Example: http://server/printers/myprinter/.printer'. At the bottom of the dialog are three buttons: '< Back', 'Next >', and 'Cancel'.

8. The next screen allows you to decide whether to make the printer your default* printer. Answer 'Yes' or 'No' then click 'Next' and 'Finish'.
9. The printer icon should appear in the 'Printer and Faxes' window and you will now be able to print to it.

*Default Printer Definition: The printer to which a computer sends documents if you select the Print command without first specifying which printer you want to use with a program. You can have only one default printer; it should be the printer you use most often.