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.

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• 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