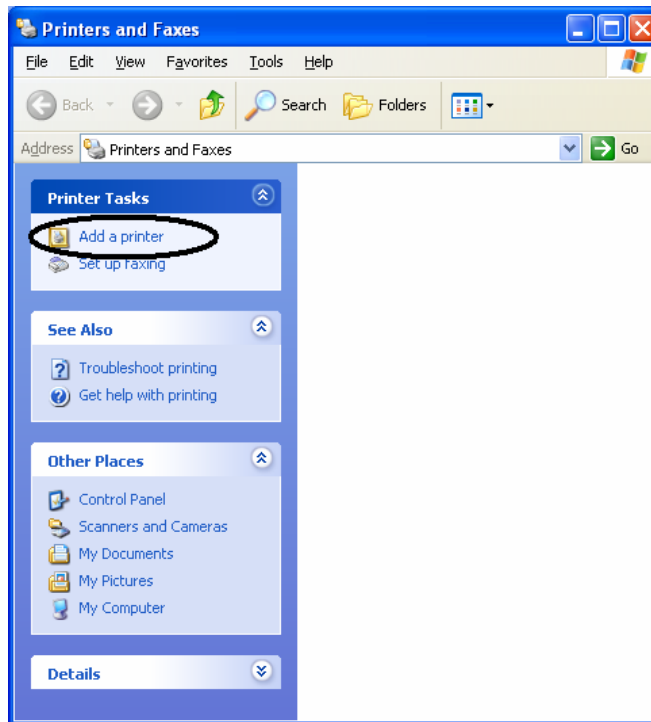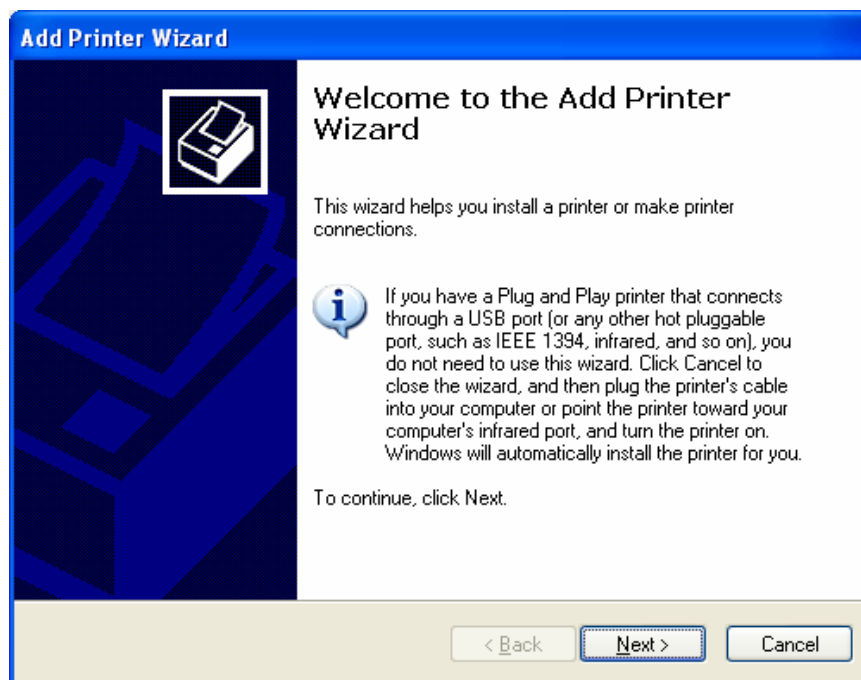# Network Printer Installation for Windows XP

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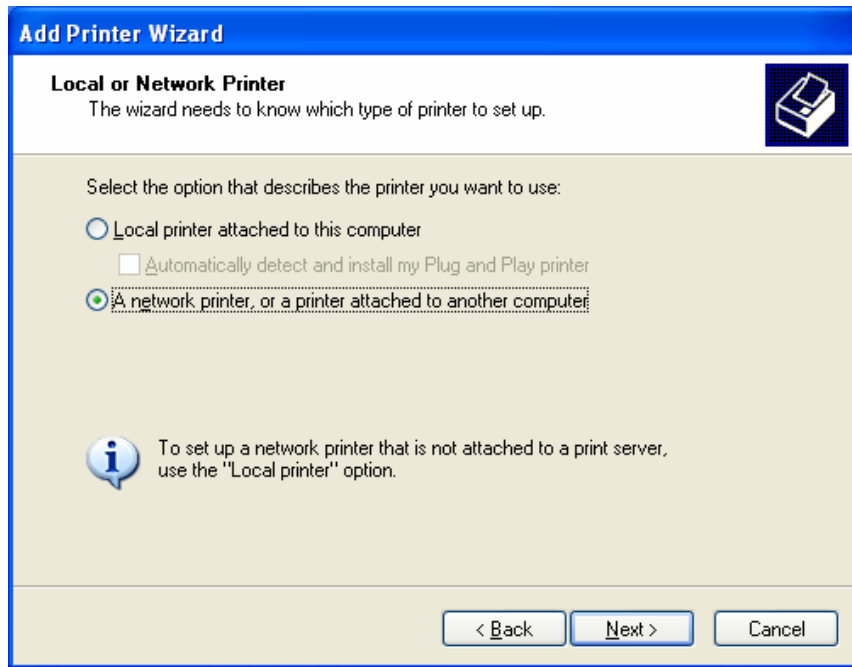

- Click on **Add a Printer** located on the left toolbar in the window that appears.

- At the *Welcome To Add Printer Wizard* screen click **Next.**

- At the following window make sure *A Network Printer…* is selected then click **Next.**
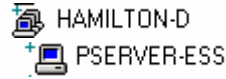
- In the window below you can either type in the printer name or you can browse for the printer. It is recommended that you browse for the printer so make sure *Browse for a printer* is selected then click **Next.**
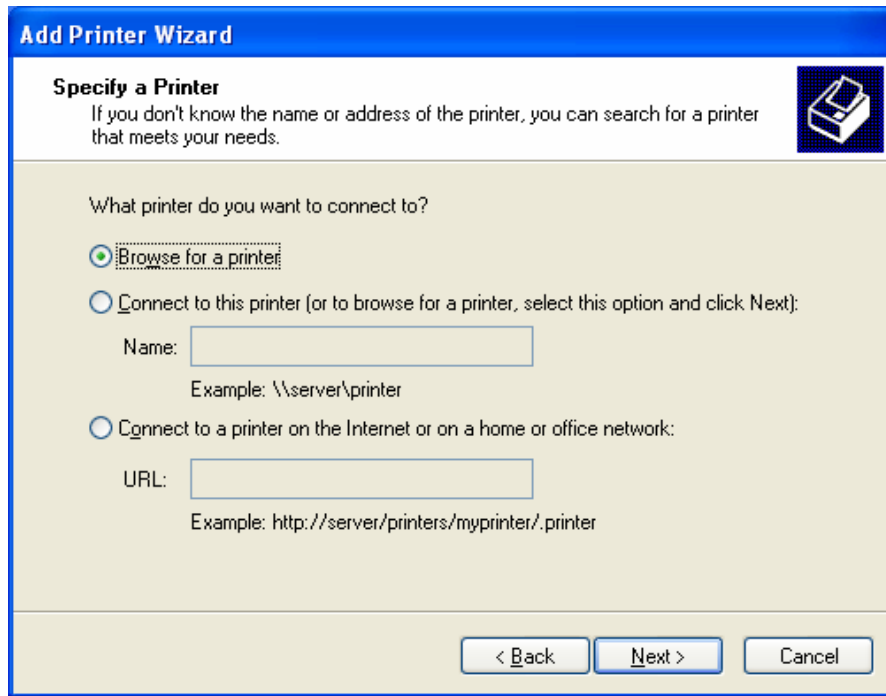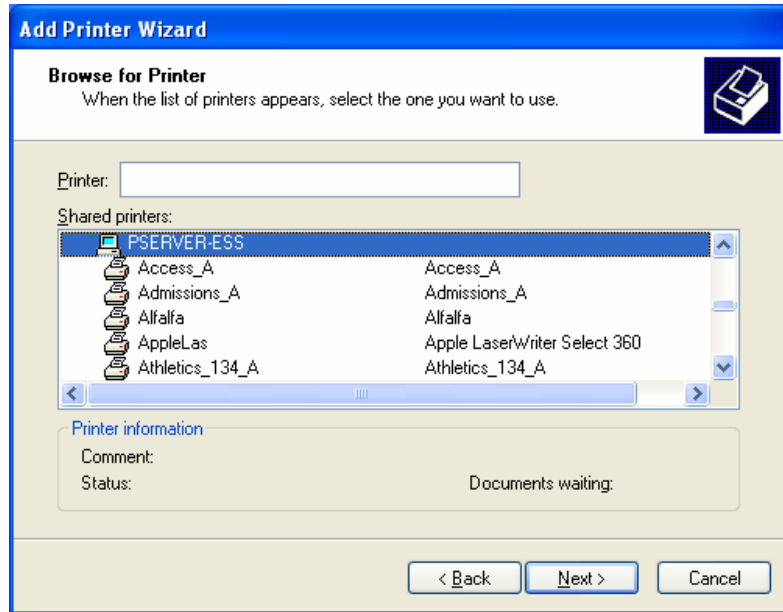

- When browsing for your printer you will have to:
  1. Expand the *Hamilton-D* domain.
 2. Scroll down and then expand the PSERVER-ESS
  3. Under the PSERVER-ESS will be all the network printers from every department. Select the proper printer then click **Next.**

- 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.**
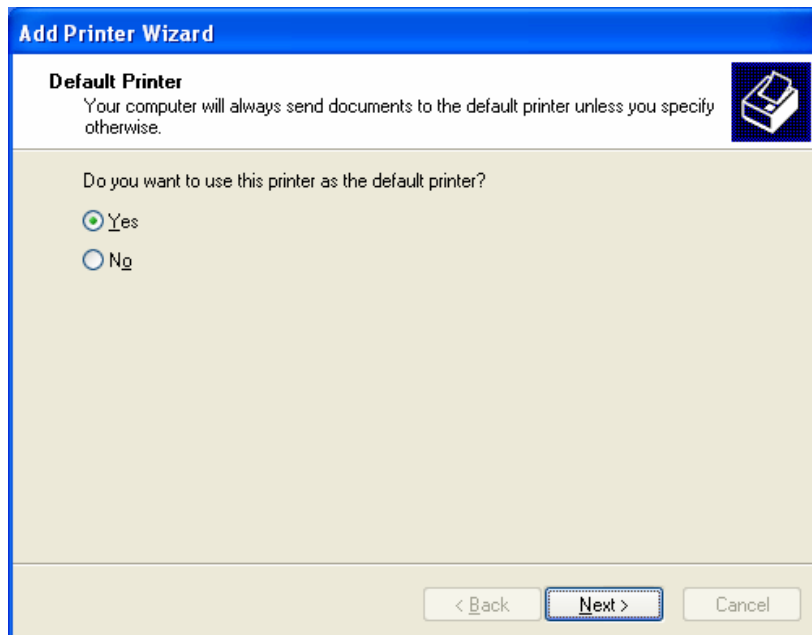
- You are now finished adding a network printer. Click **Finish** and you are ready to start printing your documents.
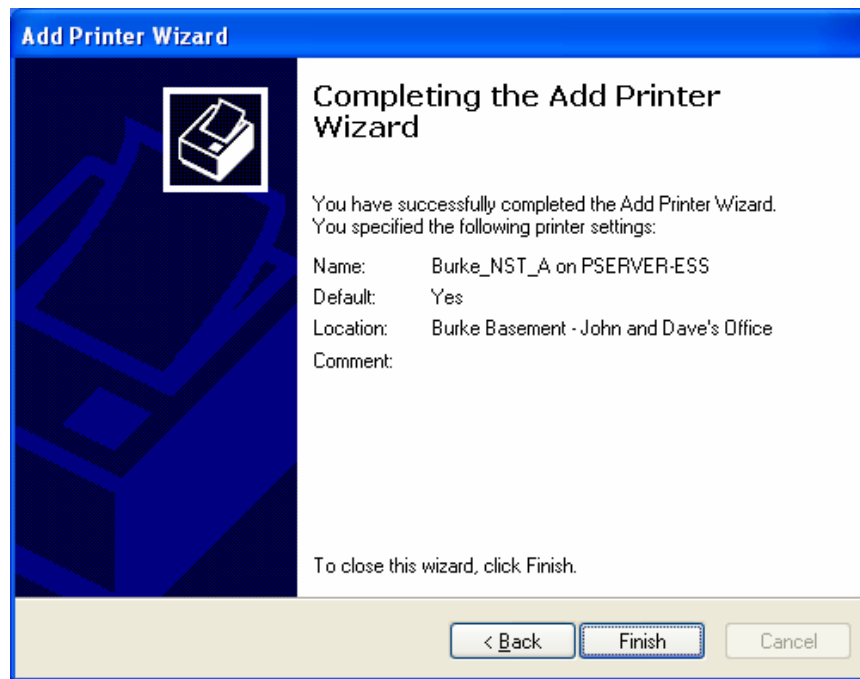
For questions or comments regarding this document, please E-mail docxteam@hamilton.edu