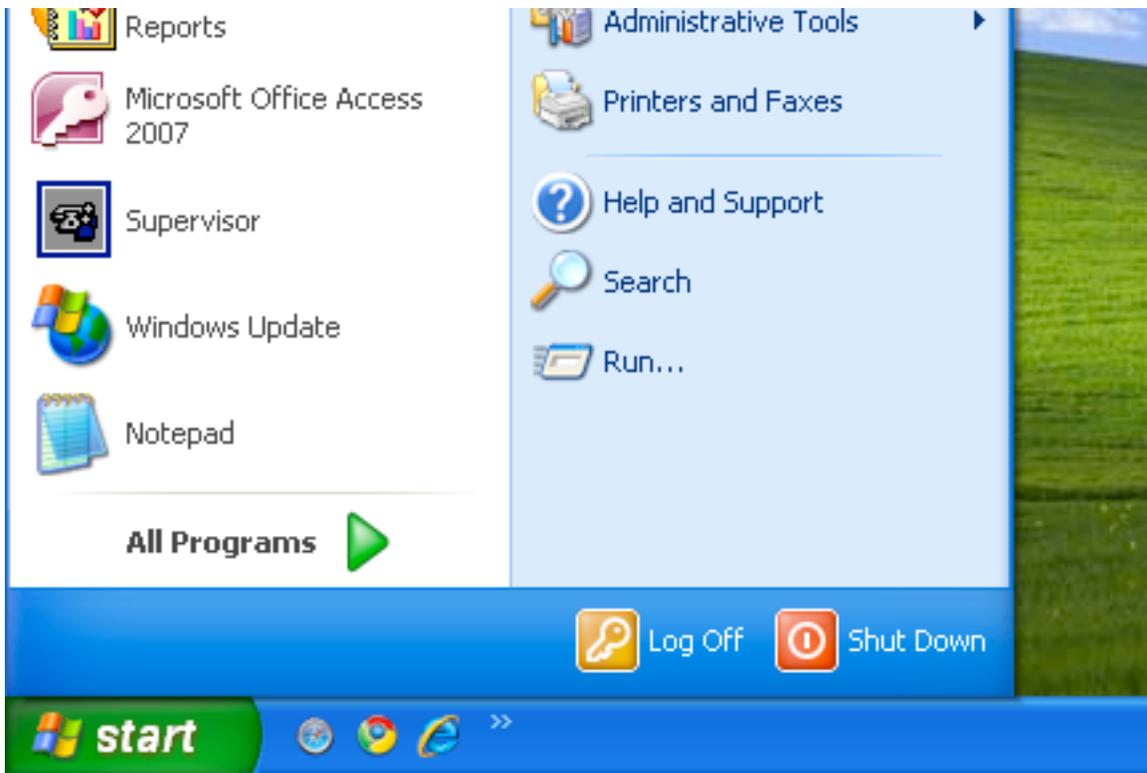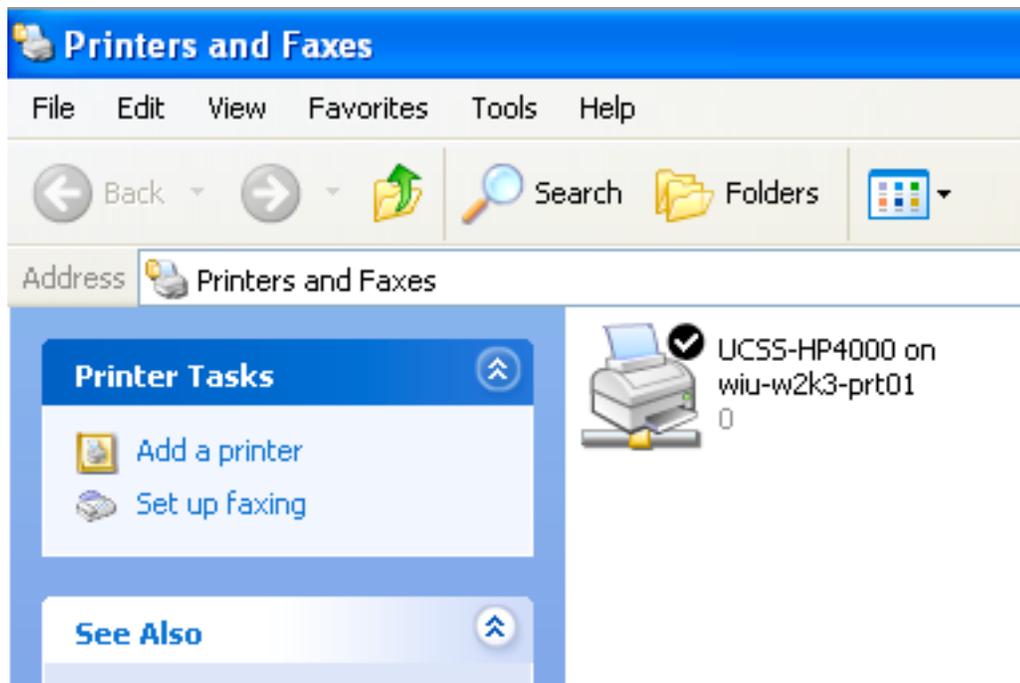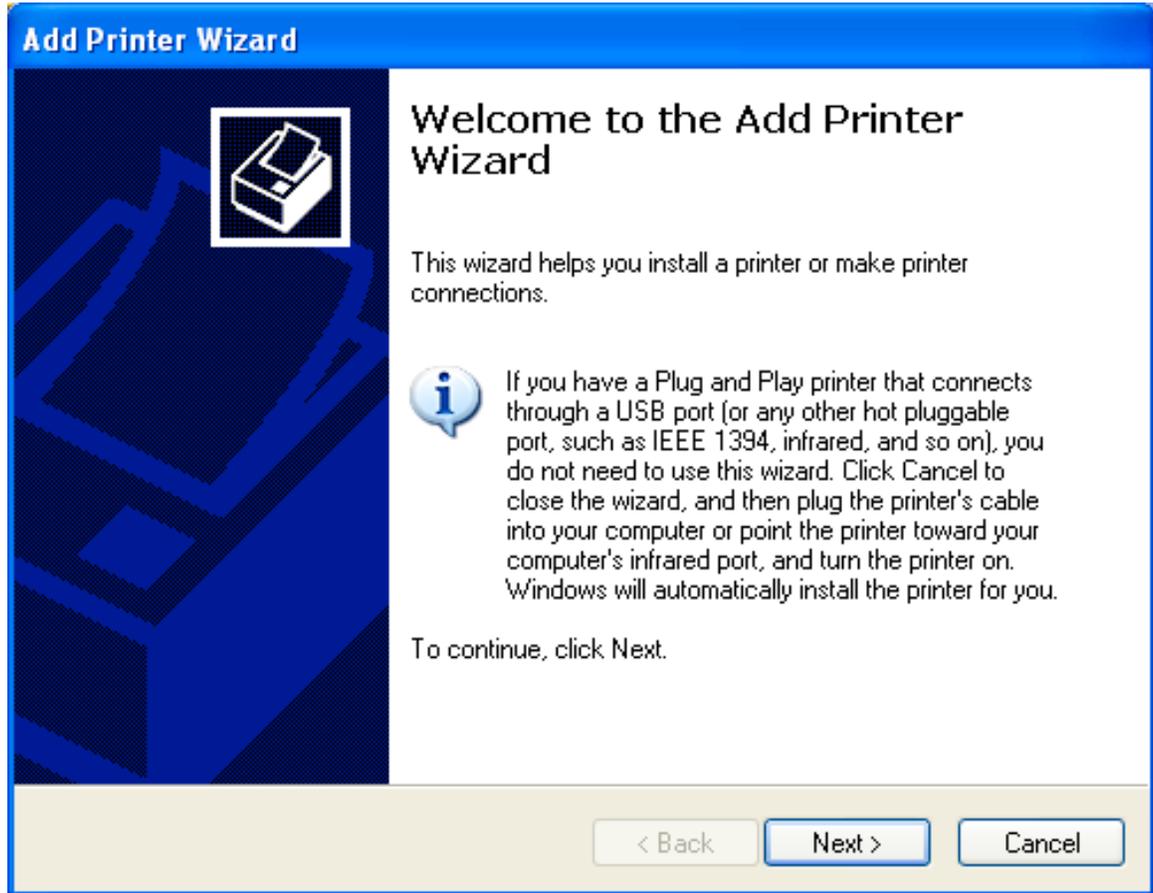Adding a network Printer in Windows XP

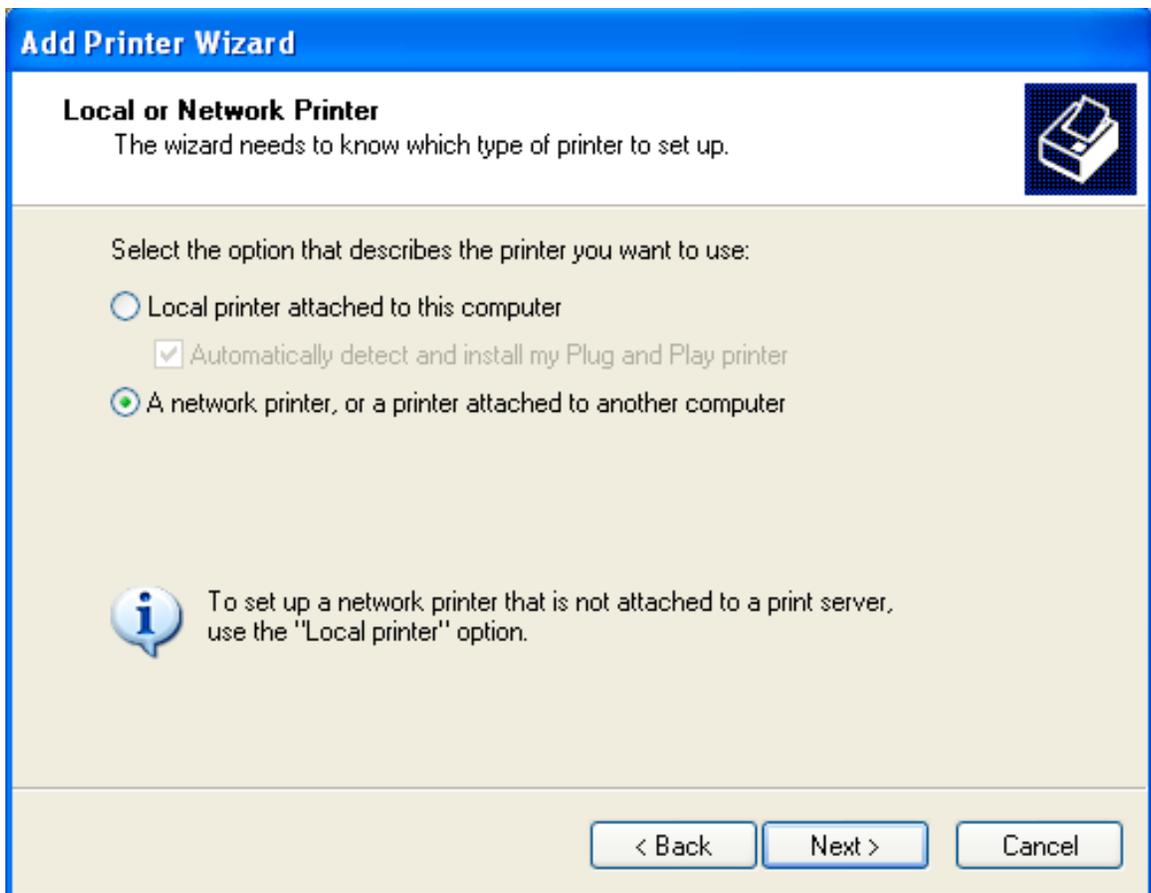1. Click the Start button and select "Printers and Faxes"

2. Click "Add Printer" to start the "Add Printer Wizard"

3. Click "Next"

4. Select "A network printer, or a printer attached to another computer" and Click "Next"

5. Select "Find a printer in the directory" and 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?

◉ 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

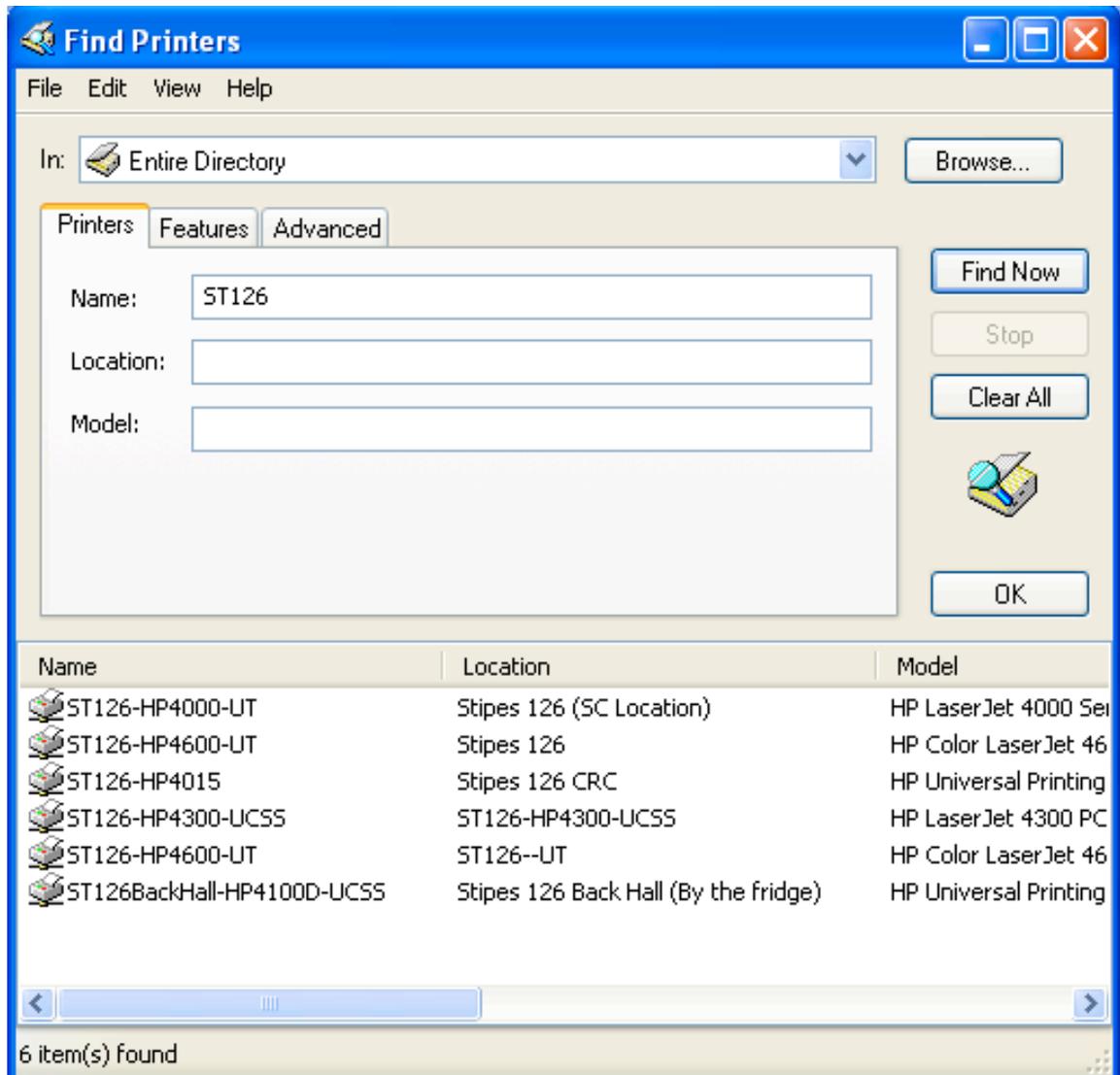○ Connect to a printer on the Internet or on a home or office network:

URL: [   ]

        Example: http://server/printers/myprinter/.printer

[< Back] [Next >] [Cancel]

6. Make sure the "In:" field is set to "Entire Directory"

Find Printers

File   Edit   View   Help

In: Entire Directory   Browse...

Printers | Features | Advanced

Name: ST126   Find Now

Location: Stop

Model: Clear All

                                                                 OK

Name	Location	Model
ST126-HP4000-UT	Stipes 126 (SC Location)	HP LaserJet 4000 Se
ST126-HP4600-UT	Stipes 126	HP Color LaserJet 46
ST126-HP4015	Stipes 126 CRC	HP Universal Printing
ST126-HP4300-UCSS	ST126-HP4300-UCSS	HP LaserJet 4300 PC
ST126-HP4600-UT	ST126--UT	HP Color LaserJet 46
ST126BackHall-HP4100D-UCSS	Stipes 126 Back Hall (By the fridge)	HP Universal Printing

6 item(s) found

7. In the "Name" field type the first few letters of the printer name and click "OK"
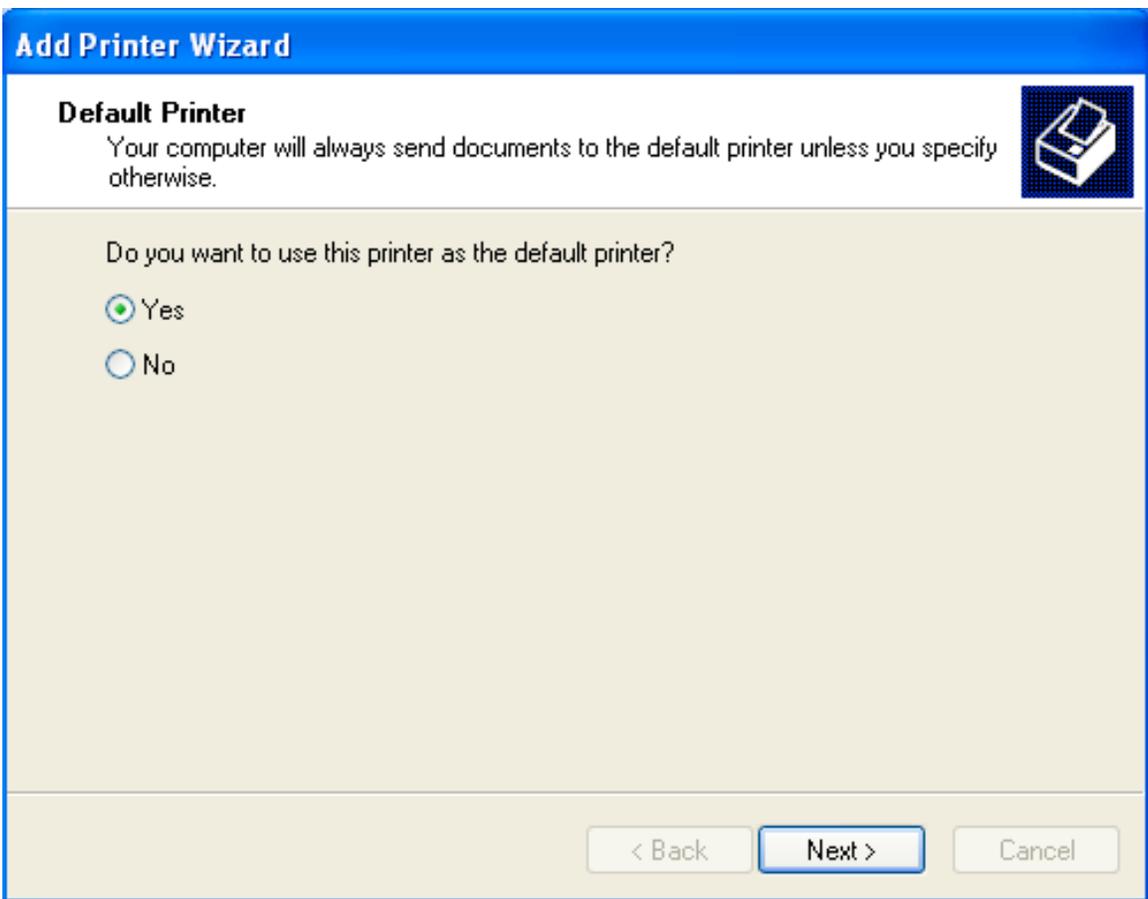
   All printers are named using a specific format.

   Format: <Building><Room>-<Printer Make and Model>-<Department>
   Example: If Communication department HP Laserjet 4200 is in Memorial Hall room 203, then its name will be MH203-HP4200-Comm or something very similar.

   It is easiest to type either "MH0", "MH1", "MH2", "MH3" or "MH4" and choose from the several options in the returned list.

8. Choose whether or not you would like this printer to be your default printer and click "Next"

Add Printer Wizard

Default 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

[< Back] [Next >] [Cancel]

9. Click "Finish"

Add Printer Wizard

Completing the Add Printer Wizard

You have successfully completed the Add Printer Wizard. You specified the following printer settings:

Name: ST126-HP4600-UT on wiu-w2k3-prt01

Default: No

Location: ST126--UT

Comment:

To close this wizard, click Finish.

[< Back] [Finish] [Cancel]