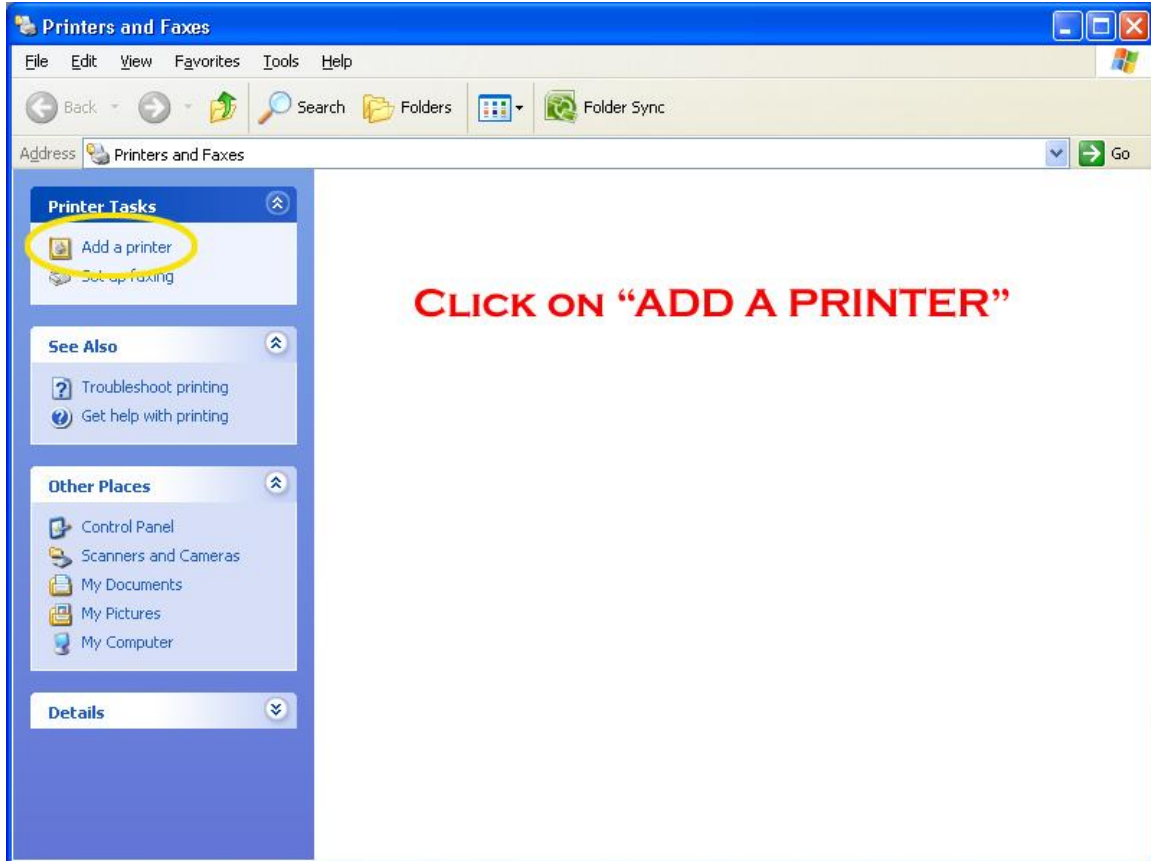


# **HOW TO SET UP A NETWORK PRINTER**

GO TO “START”  
SELECT “PRINTERS AND FAXES”



## Add Printer Wizard



### Welcome to the Add Printer Wizard

This wizard helps you install a printer or make printer connections.



If you have a Plug and Play printer that connects through a USB port (or any other hot pluggable port, such as IEEE 1394, infrared, and so on), you do not need to use this wizard. Click Cancel to close the wizard, and then plug the printer's cable into your computer or point the printer toward your computer's infrared port, and turn the printer on. Windows will automatically install the printer for you.

To continue, click Next.

**CLICK ON "NEXT"**

< Back

Next >

Cancel

## 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



**SELECT**



To set up a network printer that is not attached to a print server, use the "Local printer" option.

**SELECT "NEXT"**

< Back

Next >

Cancel

## 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

**SELECT "NEXT"**

< Back

Next >

Cancel

## 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

**SELECT "YES"**

No

**SELECT "NEXT"**

< Back

Next >

Cancel

## Add Printer Wizard



### Completing the Add Printer Wizard

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

Name: HP LaserJet 2100 on if-srv-milton  
Default: No  
Location: WFREC Student Lab  
Comment: rm 4818

**PRINTER IS INSTALLED**

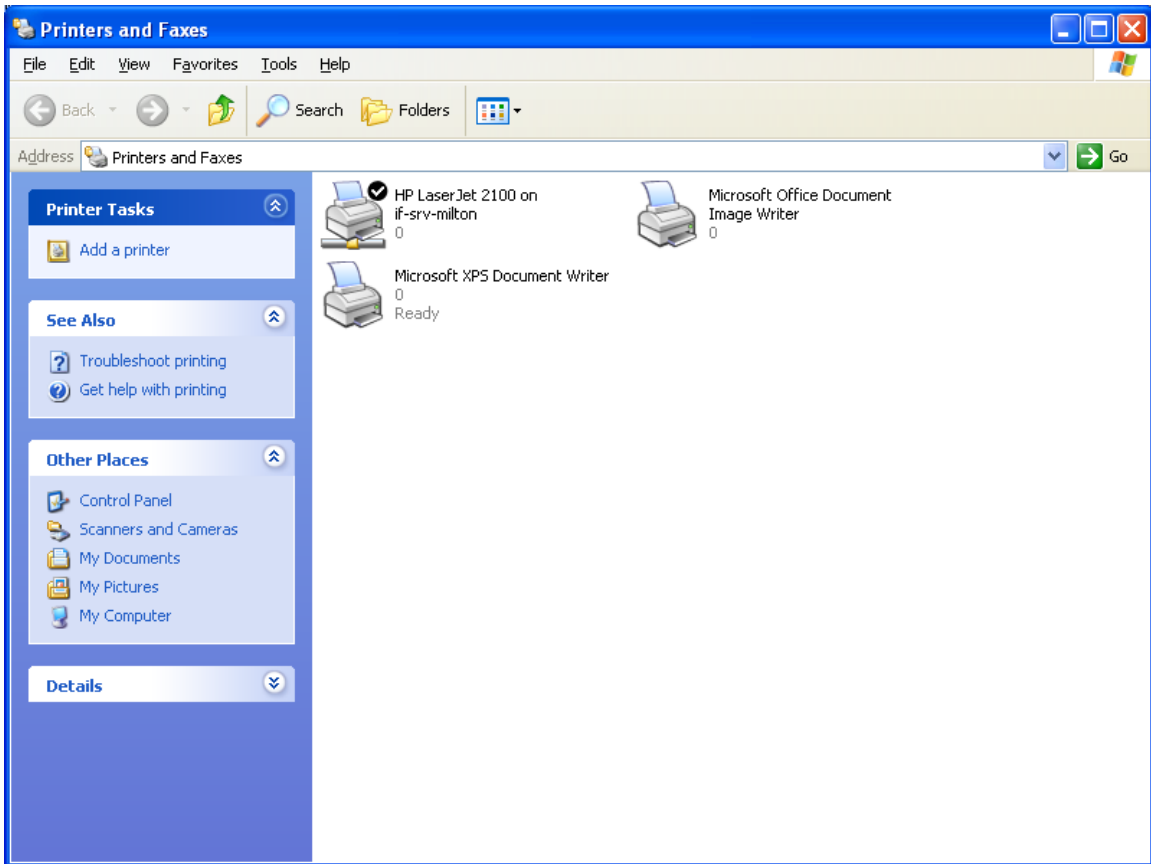
To close this wizard, click Finish.

**SELECT "FINISH"**

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Finish

Cancel



PRINTER IS NOW INSTALLED