INSTALLING A NETWORK PRINTER

Windows XP

Step 1: From the START menu, click on Printers and Faxes (Printers and Faxes can also be found in the Control Panel folder).

Step 2: The Printers and Faxes window will open; click the Add a printer link in the left most part of the window.

If you have any questions, or require further assistance, please contact the ITS Help Desk at 508.793.7745 or helpdesk@clarku.edu.
Step 3: Click the "Next" button in the Add Printer Wizard, and then select the *A network printer* option in the Local or Network Printer window, then click the “Next” button.

Step 4: Select the *Connect to this printer* radio button and fill in the “Name:” field with `\cuprinters`. After typing the last “\” character, a list of available network printers will show up as a drop down list. Select the appropriate printer by name, and then click the “Next” button.

Step 5: Select either the *Yes* or *No* radio button to determine if the printer will be set up as a default printer. Click the “Next” button to confirm and the “Next” button again to finish the printer installation.

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