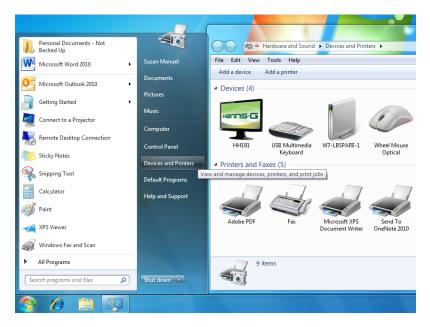
## **Connecting to IT Services Staff Networked Printers**



- Go to Microsoft Button (Start), Devices and Printers
- Select the 'Add a printer link'

🕞 🖶 Add Printer
What type of printer do you want to install?
Add a local printer Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.)
Add a network, wireless or Bluetooth printer Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.
Next Cancel

• Select 'Add a network, wireless or Bluetooth printer'

Select a printer		
Printer Name	Address	
SHARP MX-2300N PCL6 on XP-POOL-LAPT.		
HP LaserJet 5P/5MP PostScript on XP-XRAY HP LaserJet P3005 PCL 6 on XP-XRAY2	ţ	
HP LaserJet P3005 PCL 6 on XP-XKAY2     HP LaserJet 2200 Series PCL on XP-MMCT37		
Brother HI -5340D series on XP-BCRECEPT1		=
HP LaserJet 1020 on XP-CMJAD-1		
Dell Laser Printer 1710n PS3 on ASP-WIN2K3	W2.45	
HP LJ P3005 on XP-MM3912	TW106	<b>.</b>
		Search again
The printer that I want isn't listed	ł	

• Select 'The printer I want isn't listed'

🕝 🖶 Add Printer	X
Find a printer by name or TCP/IP address	
<u>Eind a printer in the directory</u> , based on location or feature	
Select a shared printer by name	
\\printers\Staff-Mono	B <u>r</u> owse
Example: \\computername\printername or http://computername/printers/printername/.printer	
Add a printer using a TCP/IP address or hostname	
Next	Cancel

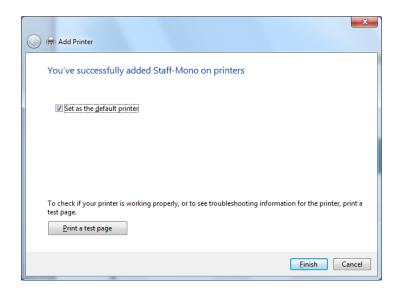
• Enter the path\name of the printer (\\printers\Staff-Mono) then click 'Next'

Windows Printer Installation	×
Connecting to Staff-Mono on printers	
Looking for a driver	
	Cancel

• The drivers will be installed on the PC (may take a little while)

	X				
🤤 🖶 Add Printer					
You've succes	sfully added Staff-Mono on printers				
Printer name:	Staff-Mono on printers				
This printer has be	This printer has been installed with the PCL6 Driver for Universal Print driver.				
	Next Cancel				

• The printer will be installed, click 'Next'



• Set at the default printer, print a test page (unless you are connecting to the A0 printer) and then click 'Finish'



- The printer appears in the 'Devices and Printers' folder and the default printer is identified by the green tick icon
- Repeat the process to connect to the Staff-Colour (\\printers\Staff-Colour) or A0 printer (\\printers\A0\_cc\_plain\_hp) and remember to un-tick 'Set as the default printer