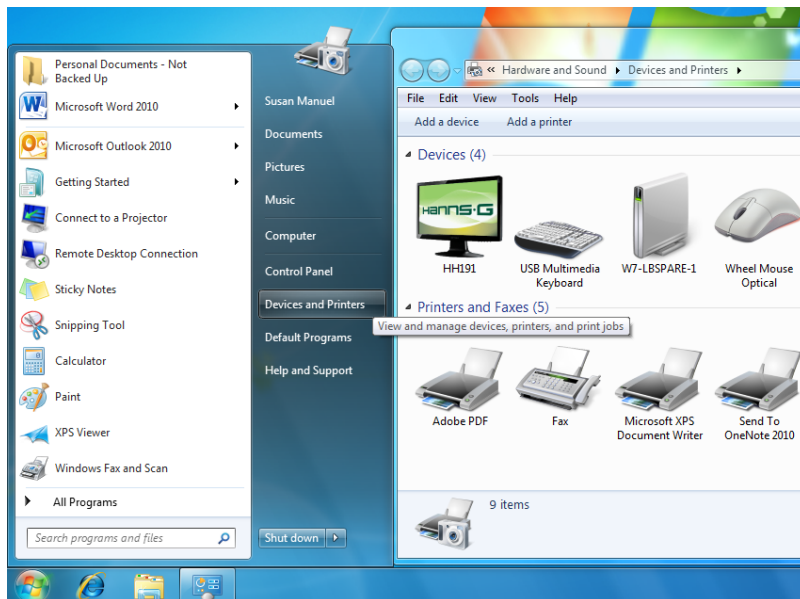
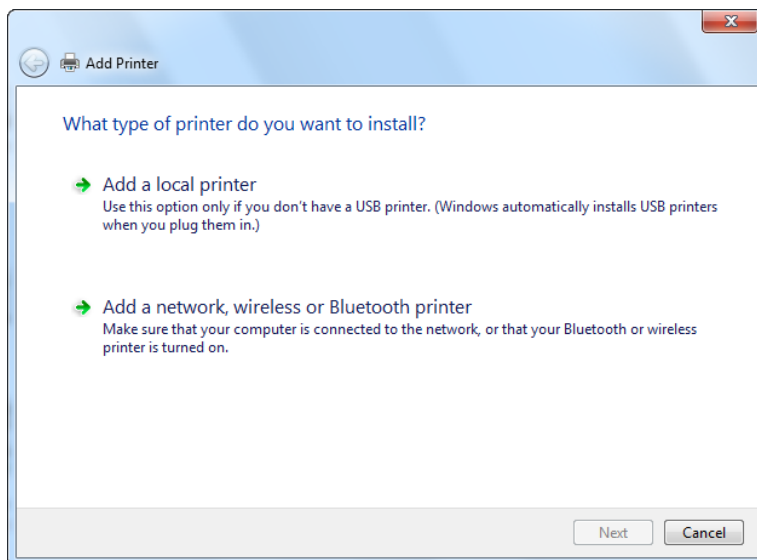


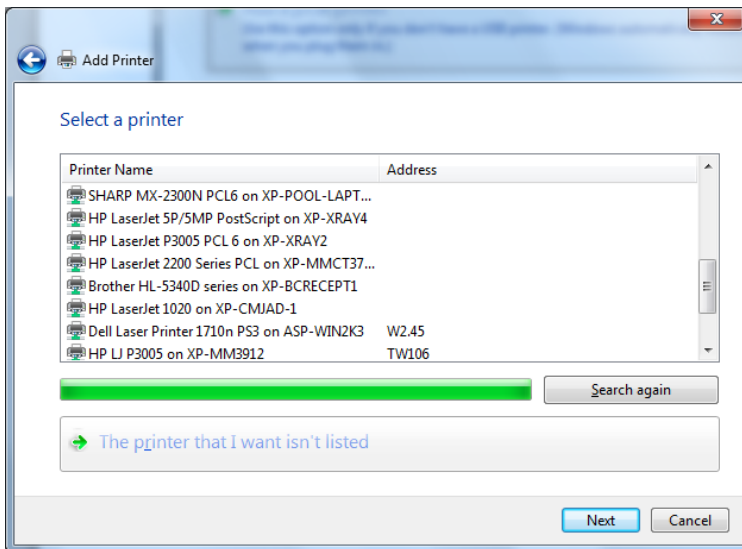
## Connecting to IT Services Staff Networked Printers



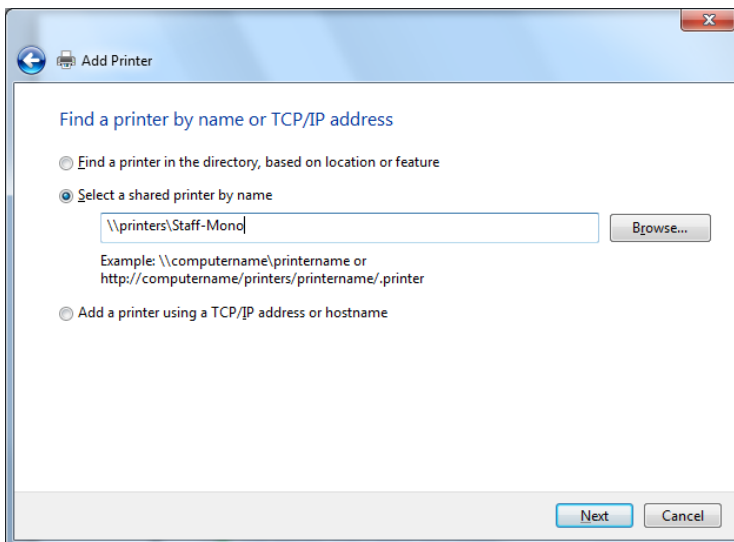
- Go to Microsoft Button (Start), Devices and Printers
- Select the 'Add a printer link'



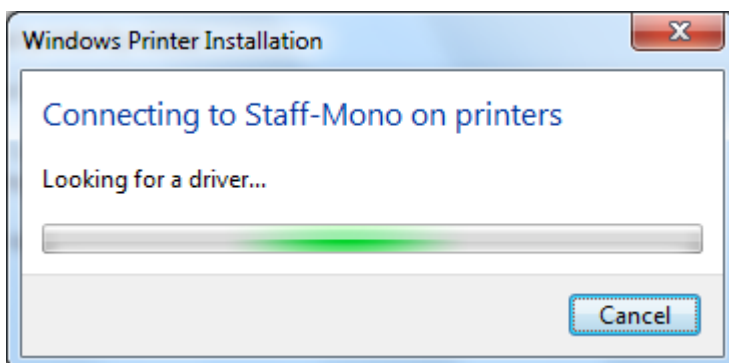
- Select 'Add a network, wireless or Bluetooth printer'



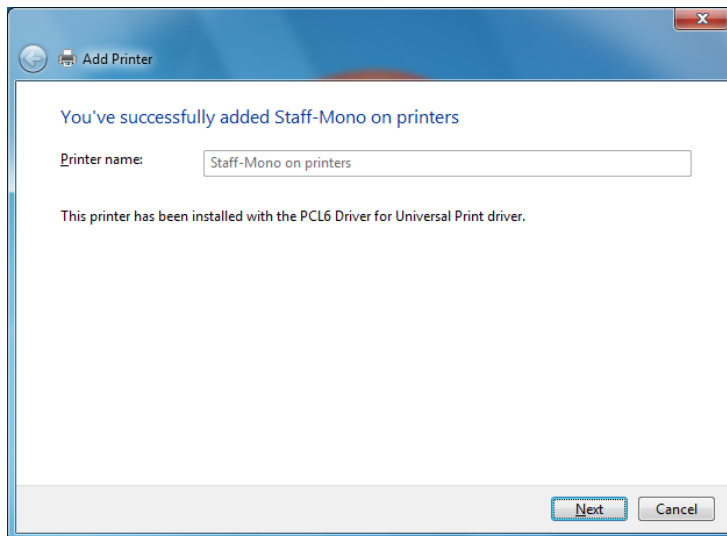
- Select 'The printer I want isn't listed'



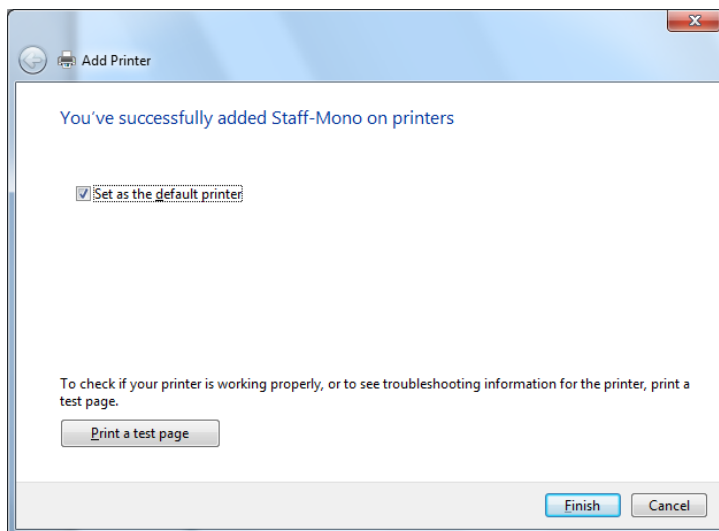
- Enter the path\name of the printer (\\printers\Staff-Mono) then click 'Next'



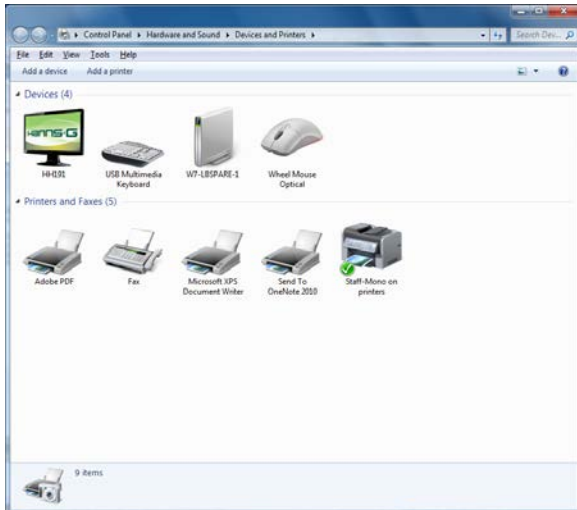
- The drivers will be installed on the PC (may take a little while)



- 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'