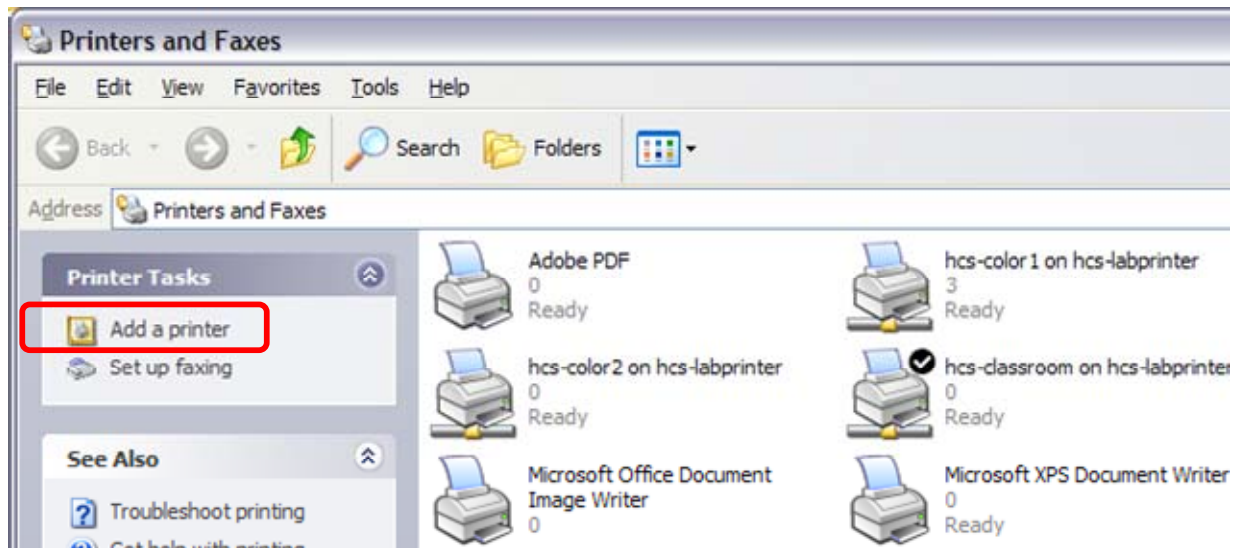


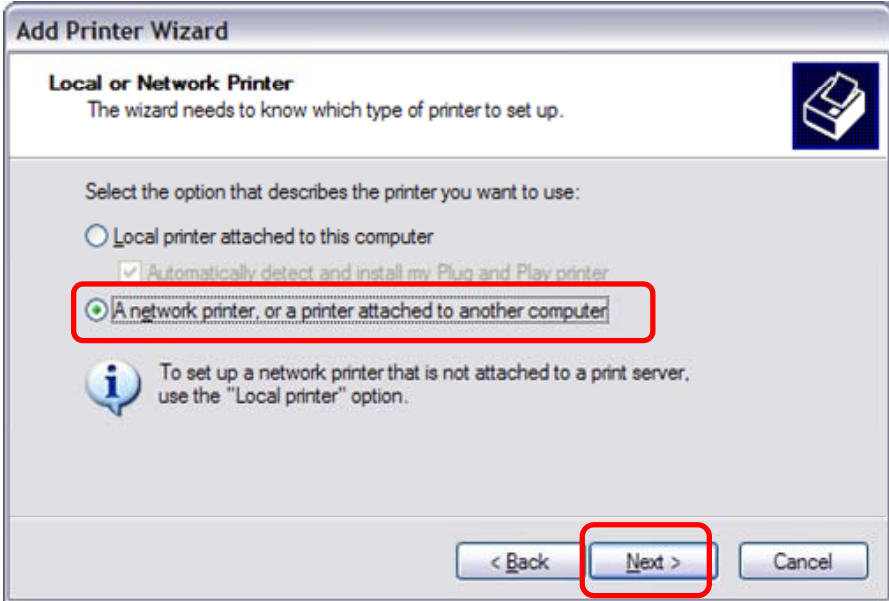
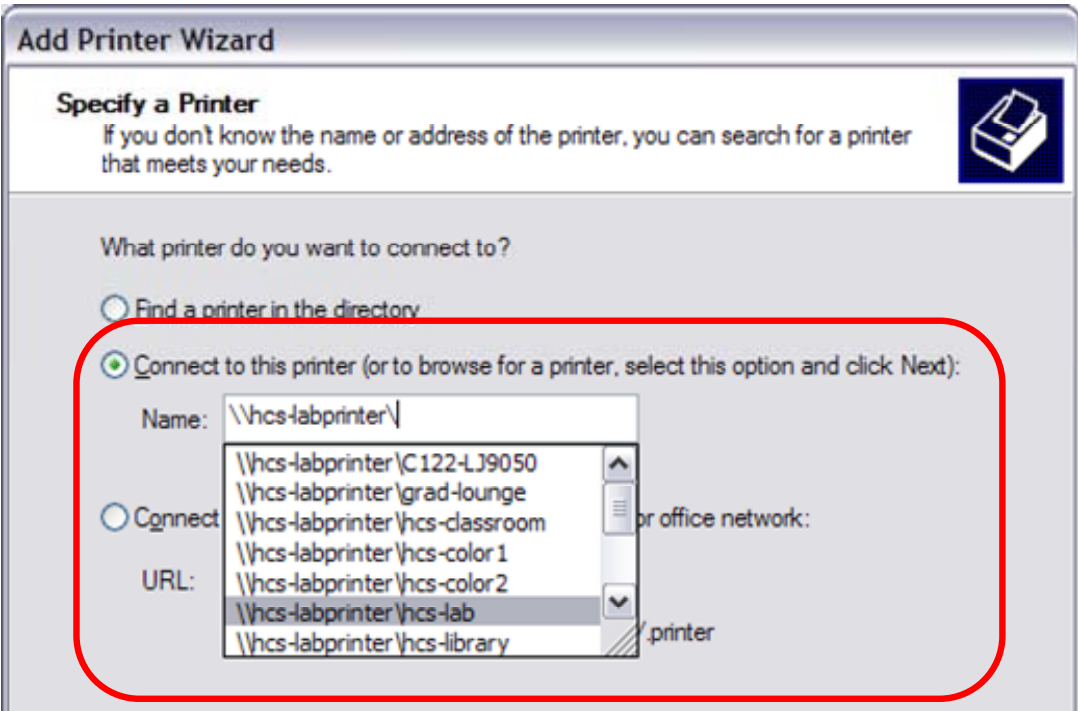
How do I Add a Printer in Windows XP?

Step	Procedure
1	<ol style="list-style-type: none">1. Go to Start > Settings > Printers and Faxes2. Double click on the Add a Printer shortcut at the top left side.

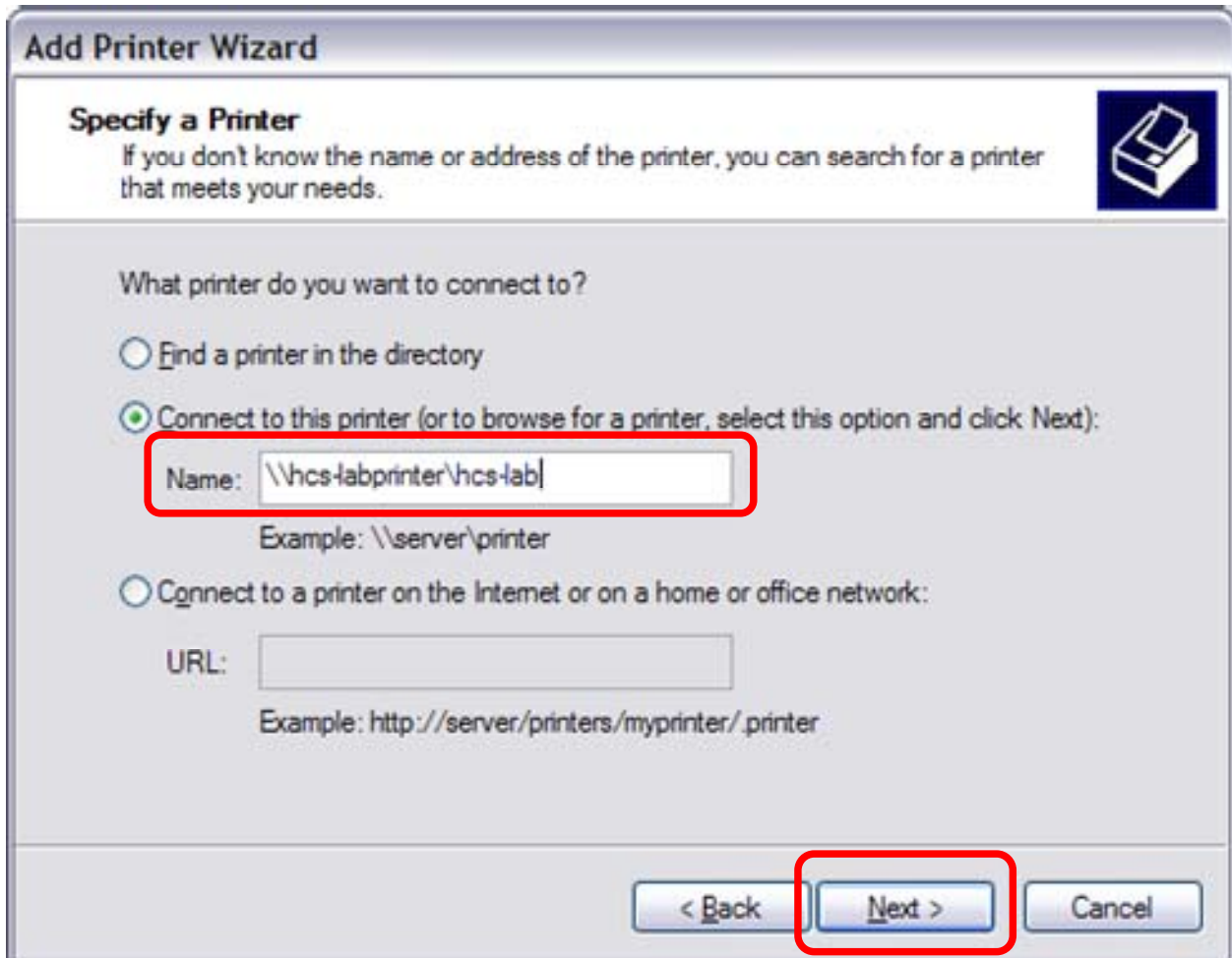


Step	Procedure
2	<ol style="list-style-type: none">1. You will then see the Add Printer Wizard window.2. Click Next.

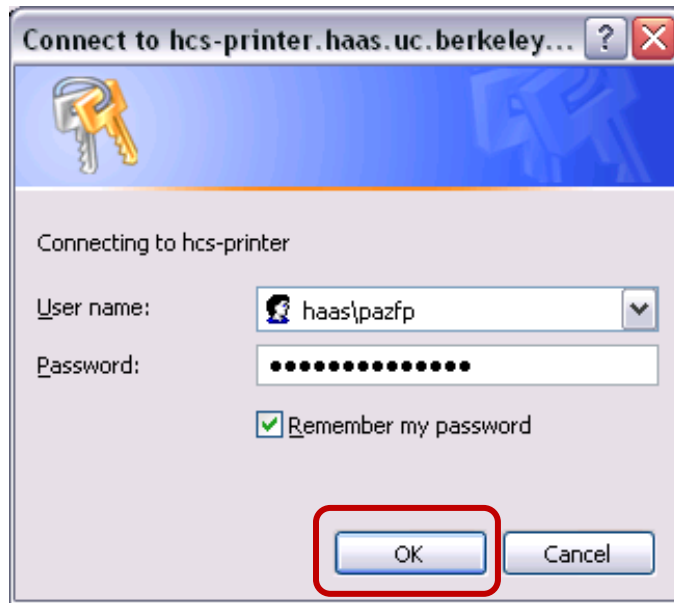


Step	Procedure
3	<ol style="list-style-type: none"> At the Local or Network Printer window select the radio button: “A network printer, or a printer attached to another computer” Click Next.
 <p>The screenshot shows the 'Add Printer Wizard' window with the title 'Local or Network Printer'. It contains instructions and three radio button options. The third option, 'A network printer, or a printer attached to another computer', is selected and circled in red. Below the options is an information icon and a note. At the bottom, the 'Next >' button is also circled in red.</p>	
4	<ol style="list-style-type: none"> On the next window select the radio button “Connect to this printer (or to browse for a printer, select this option and click Next):” Under Name, enter: \\hcs-labprinter\ printer name (where printer name is any of the printers available on the dropdown list). See the full list on the next step.
 <p>The screenshot shows the 'Add Printer Wizard' window with the title 'Specify a Printer'. It contains instructions and two radio button options. The second option, 'Connect to this printer (or to browse for a printer, select this option and click Next):', is selected and circled in red. Below it is a 'Name:' field with a dropdown list of printer names. The first item in the list, '\\hcs-labprinter\'', is selected and highlighted.</p>	

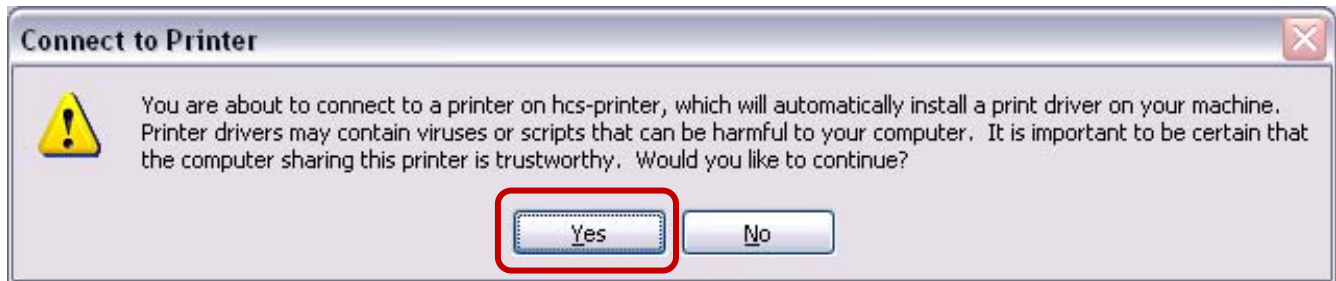
Step	Procedure												
5	<p>The printers you can select from are the following:</p> <table border="0"><tr><td data-bbox="196 310 456 340"><i>In the Computer Lab</i></td><td data-bbox="867 310 959 340"><i>Library</i></td></tr><tr><td data-bbox="196 373 586 403">HCS-LAB (two main printers in the lab)</td><td data-bbox="867 344 1305 373">Hcs-Library (printer in 2nd floor of the library)</td></tr><tr><td data-bbox="196 407 797 457">Hcs-Manual (next to the front desk, used for printing resumes or special paper)</td><td data-bbox="867 407 1032 436"><i>MBA Lounge</i></td></tr><tr><td data-bbox="196 462 711 491">Hcs-Classroom (located in Computer Center , s300t)</td><td data-bbox="867 432 1338 462">Grad-Lounge (printer in the MBA lounge, F330)</td></tr><tr><td data-bbox="196 495 472 525">Hcs-Color1 (Color printer)</td><td data-bbox="867 495 1162 525"><i>Undergraduate Lounge</i></td></tr><tr><td data-bbox="196 529 472 558">Hcs-Color2 (Color printer)</td><td data-bbox="867 533 1386 562">UG-Lounge (printer in the undergraduate lounge, F371)</td></tr></table> <p>After you enter a printer name, click Next to continue.</p>	<i>In the Computer Lab</i>	<i>Library</i>	HCS-LAB (two main printers in the lab)	Hcs-Library (printer in 2 nd floor of the library)	Hcs-Manual (next to the front desk, used for printing resumes or special paper)	<i>MBA Lounge</i>	Hcs-Classroom (located in Computer Center , s300t)	Grad-Lounge (printer in the MBA lounge, F330)	Hcs-Color1 (Color printer)	<i>Undergraduate Lounge</i>	Hcs-Color2 (Color printer)	UG-Lounge (printer in the undergraduate lounge, F371)
<i>In the Computer Lab</i>	<i>Library</i>												
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Hcs-Color2 (Color printer)	UG-Lounge (printer in the undergraduate lounge, F371)												



Step	Procedure
6	<p>A windows authentication window will pop up. You must enter your Haas username and password to authenticate.</p> <p>Please enter your credentials in the following format:</p> <p>User name: Haas\username Password: Your login password</p> <p>Click OK.</p>



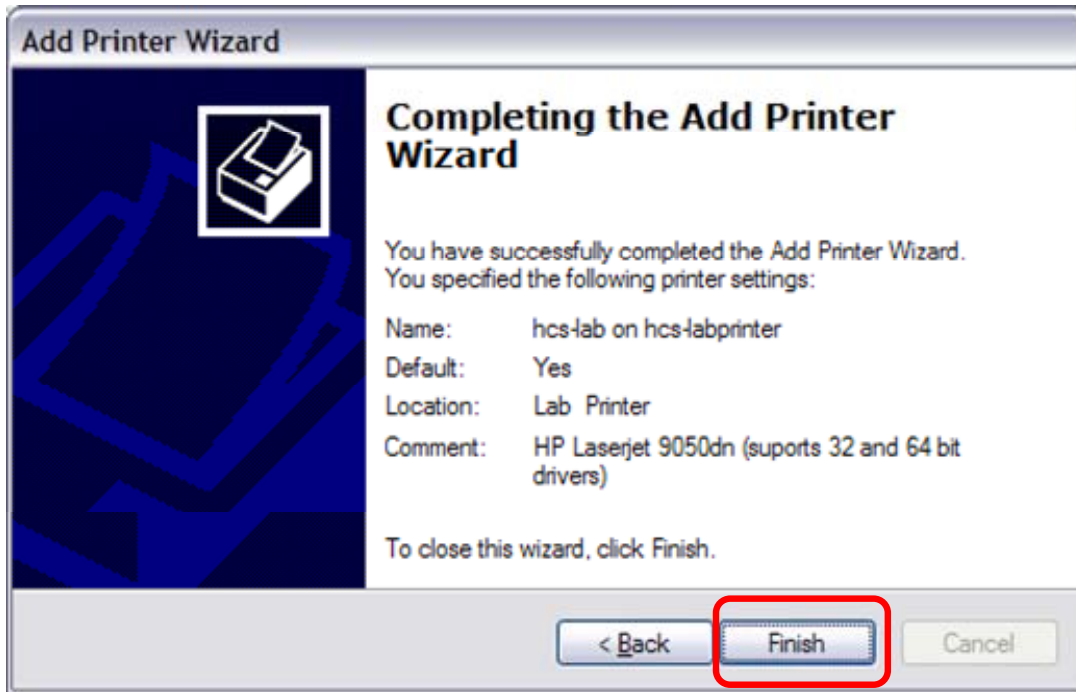
Step	Procedure
7	<p>After you successfully authenticate you will see a message informing you that a driver needs to be installed on your machine.</p> <p>Click Yes to install it. It will take a few seconds for the driver to be installed.</p>



Step	Procedure
8	<p>At the next window you will be asked if you would like this printer to be your default printer.</p> <ol style="list-style-type: none">1. Select Yes or No.2. Click Next.



Step	Procedure
9	<p>You will then see a summary of the settings you chose for the printer you are adding.</p> <p>If you need to change the Option to make this printer a Default Printer (This is the only option you can change at this point.), click the Back button, otherwise, click Finish.</p>



Step	Procedure
10	<p>The printer will be added and you should see it in your Printers and Faxes window.</p> <p>To get there go to Start > Settings > Printers and Faxes</p>

