Instructions for setting up the common library printer.

1) Click to ‘Start’ -> ‘Printers and Faxes’

2) Under ‘Printer Tasks’, select ‘Add a printer’

3) The ‘Add Printer Wizard’ will appear. Click ‘Next’.

4) Select ‘A network printer, or a printer attached to another computer’ button and click ‘Next’.
5) Select ‘Connect to this printer’ and under the ‘Name’, you need to type in the printer queue correctly in order to print to the correct printer. A list of printer queue will be shown at the end of this instruction. Click ‘Next’.

* If it prompt for user name and password, the user has to type in his userid and password for authentication before installation takes place.

6) Select ‘Yes’ button if you want this printer to be your default printer, otherwise select ‘No’ button. Click ‘Next’ follow by ‘Finish’ button.
7) The printer is successfully added to your system as shown below.

End of Document