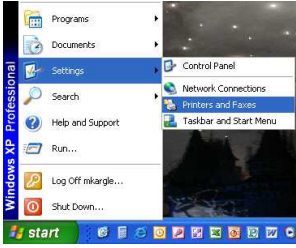
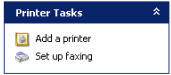


Installing a Network Printer on the MPSRI Network

1. Click **Start** then click **settings** then **Printers and Faxes**



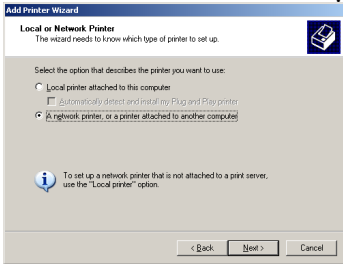
2. Click **Add a printer**



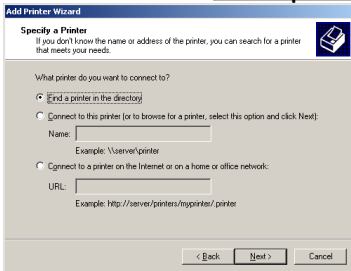
3. Click **Next**



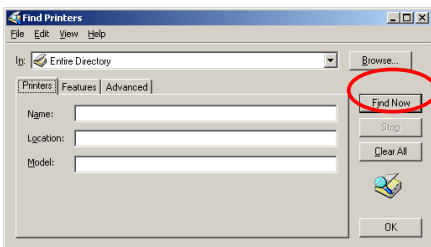
4. Radio button for "A network printer..." should be selected then click **Next**



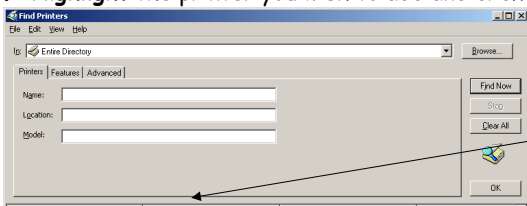
5. Radio button for "Find a printer in the directory" should be selected then click **Next**



6. To search the "Entire Directory" click **Find Now**



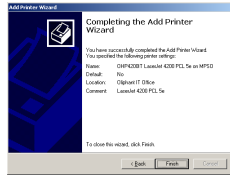
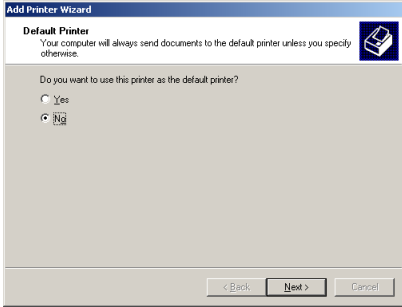
7. **Highlight** the printer you wish to add and click **OK**.



Hint: You may find it easier to find the printer by sorting by location. You can just

click on location to sort.

8. Select no unless you want to print to this printer by default (the location that will be preset or will be automatically selected if you do not select one) and click **Next**



9. Click **Finish**