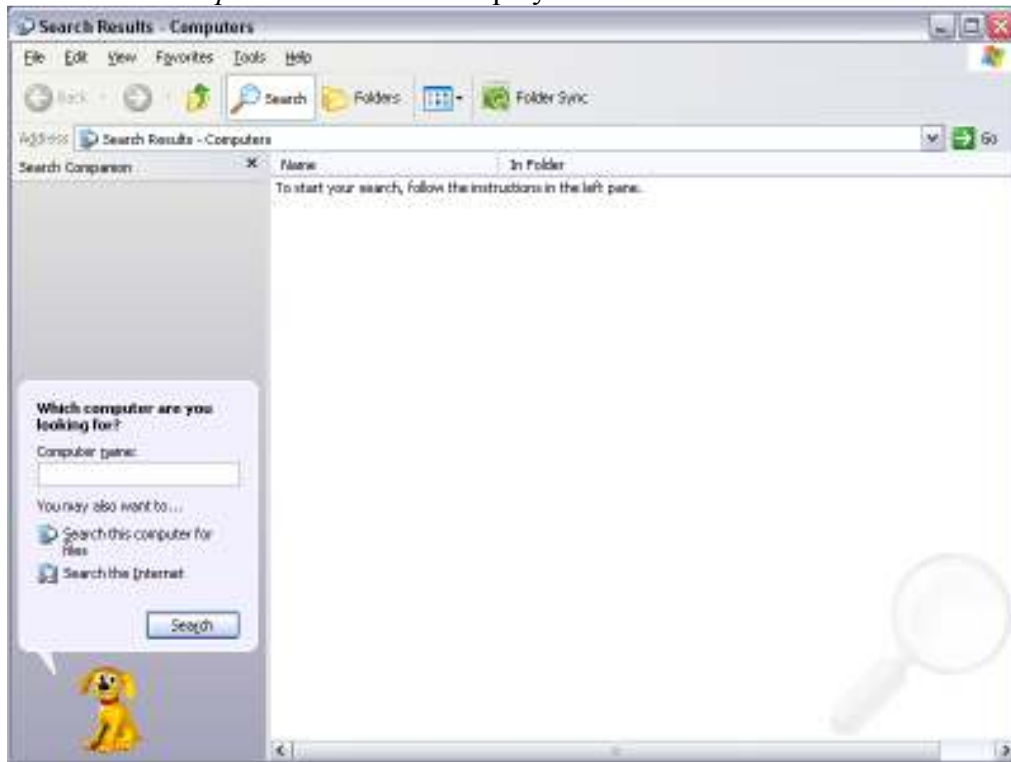


Add a Network Printer

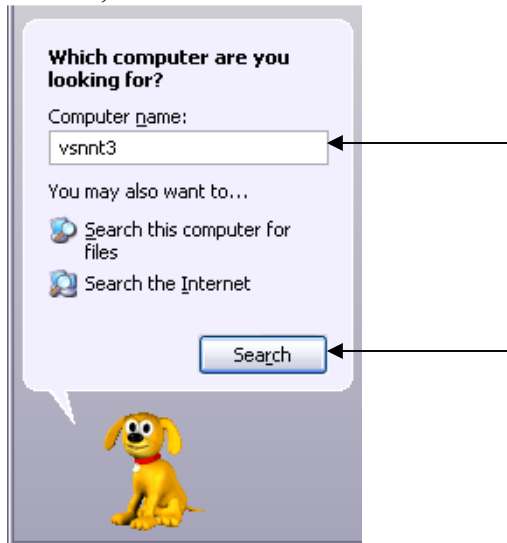
1. Please log into the computer with the Vol State user account provided by the Information Technology Department.
2. Locate the icon on the computer's desktop that reads *My Network Places*.



3. Using the right mouse button single-click this icon.
A menu is displayed.
4. From this menu choose *Search for Computers*.
The *Search Companion* window is displayed.



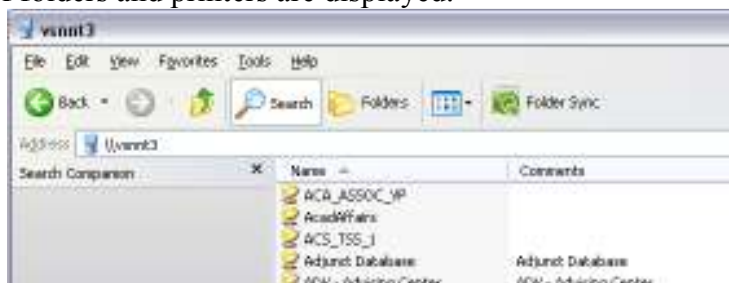
5. On the left side of the *Search Companion* window, there is a text box located right below the words “Computer name:”. In this text box, enter *vsnnt3*.



6. Press the button labeled *Search*.
7. In the right part of the Search Companion window, a picture of a computer is displayed with the text that reads *vsnnt3*.

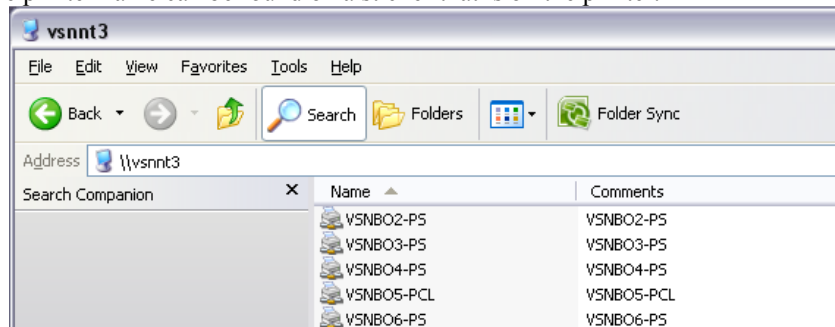


8. Using the left mouse button, double-click on this picture of a computer. A list of folders and printers are displayed.

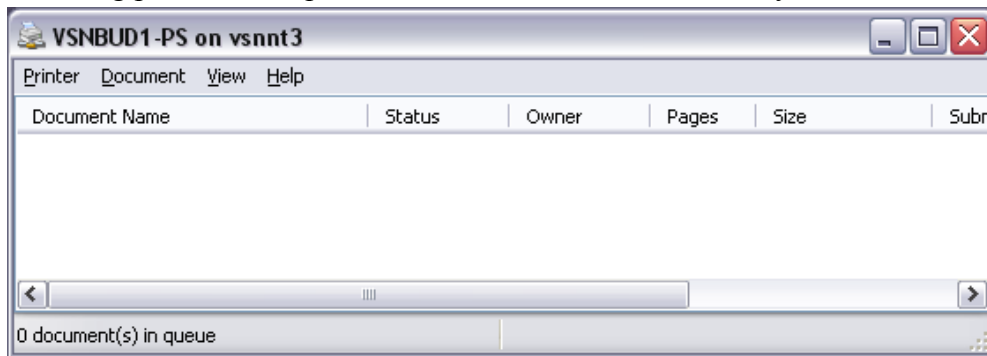


- Using the left mouse button, double-click the printer that corresponds to the network printer that you are installing.

Note: The printer name can be found on a sticker that is on the printer.



- If you are asked to install the driver, click “Yes”. After it is installed, you will see the following picture. The printer has been installed successfully.



- To change the default printer to the newly added network printer, click on the “Printer” menu option. Then choose, “Set as Default Printer” from the menu.