

Setting up a connection to a Networked Laser Printer

1. Go to your start menu.
2. If you are on Windows 7 skip to step 3. If you are on Windows XP (button says Start) you must click "Run" after start and then you can enter in the search box.
3. In the search box enter `\\vsnnt3\` (Hit Enter and this should pull up the list of printers)
4. Double-Click on the printer you would like to setup. Your printer will install. You can now print to this printer.

Making the Printer Your Default Printer

1. Go to your start menu.
2. Click on "Devices and Printers".
3. Right-click your new printer.
4. Click "set as default printer".

Should you have any issues with these directions, please contact IT Client Services at x4357 (HELP).