

# ICT Help Sheet

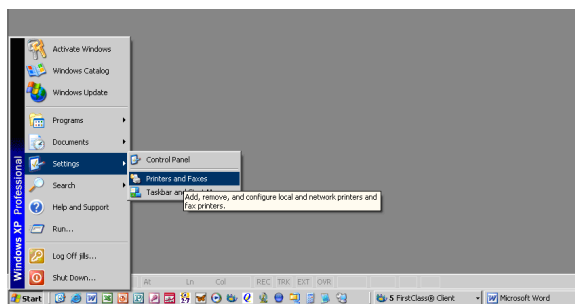
## How to connect to a networked printer

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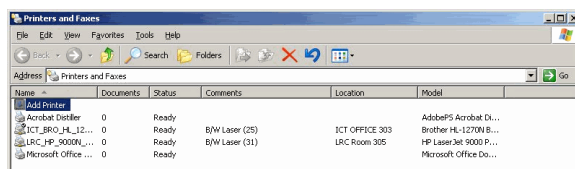
The following describes how to connect to a printer. You may connect to one or more printers and decide which one to make the default.

First, **Log on** to a **PC**

Select **Start, Settings, Printers & Faxes** on the **Task Bar**



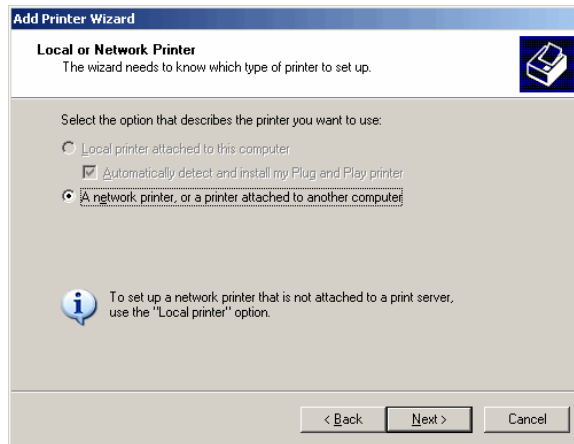
Click on **Add Printer**:



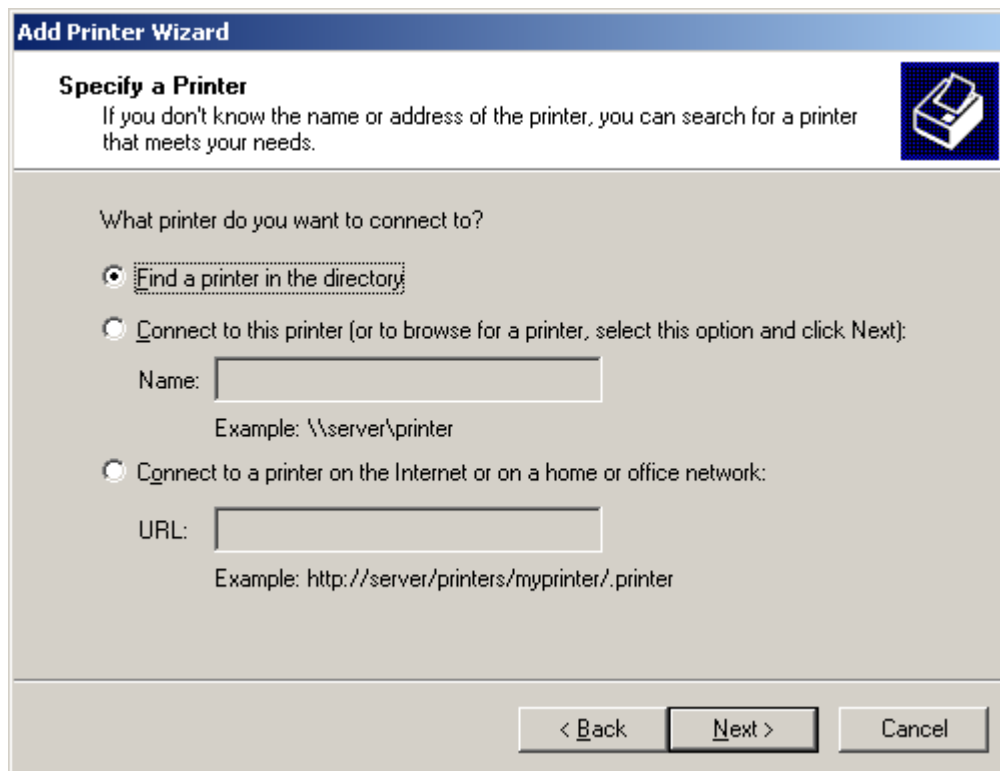
Follow the steps suggested by the **Add Printer Wizard**, click on **Next**



Click against **A network printer, or a printer attached to another computer** and click on **Next**

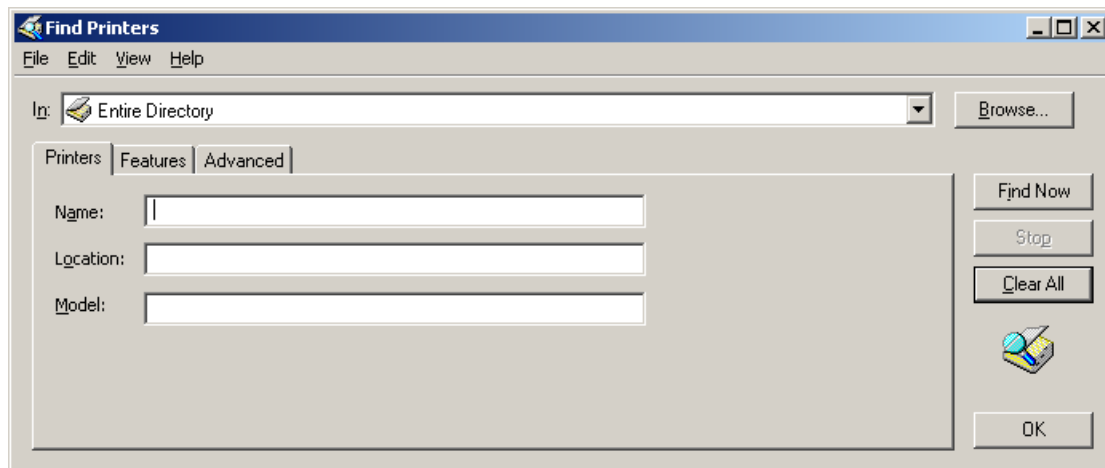


Click against **Find a printer in the directory** and click on **Next**



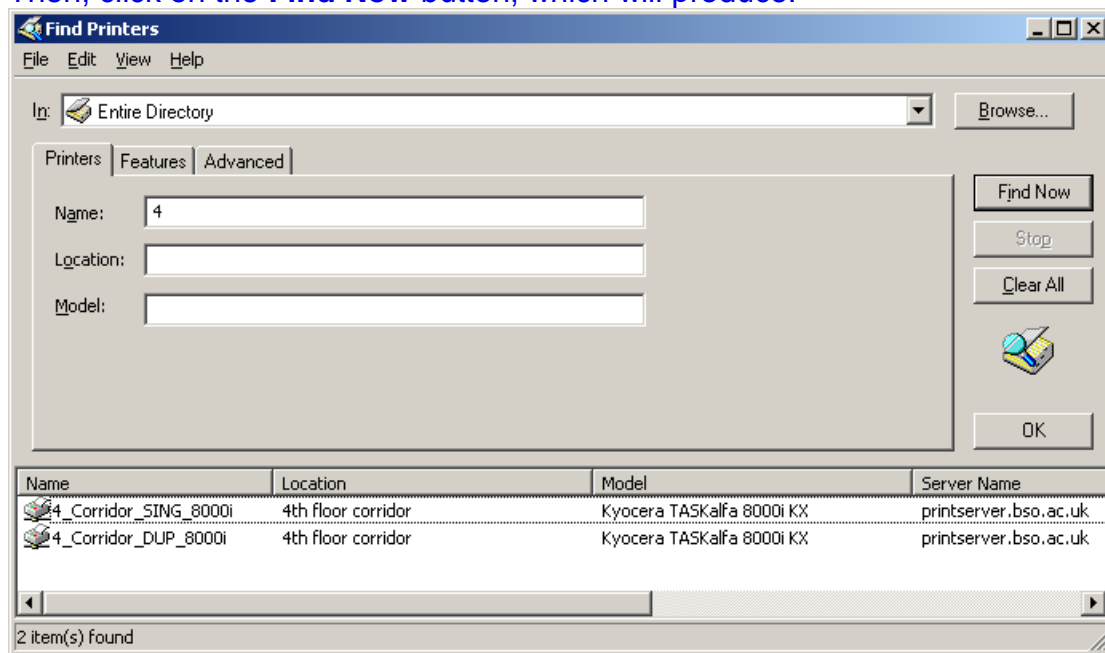
This will bring up the following window:

Select the required printer (i.e. the one identifying your room number - for example Room 305) and click on **Next**

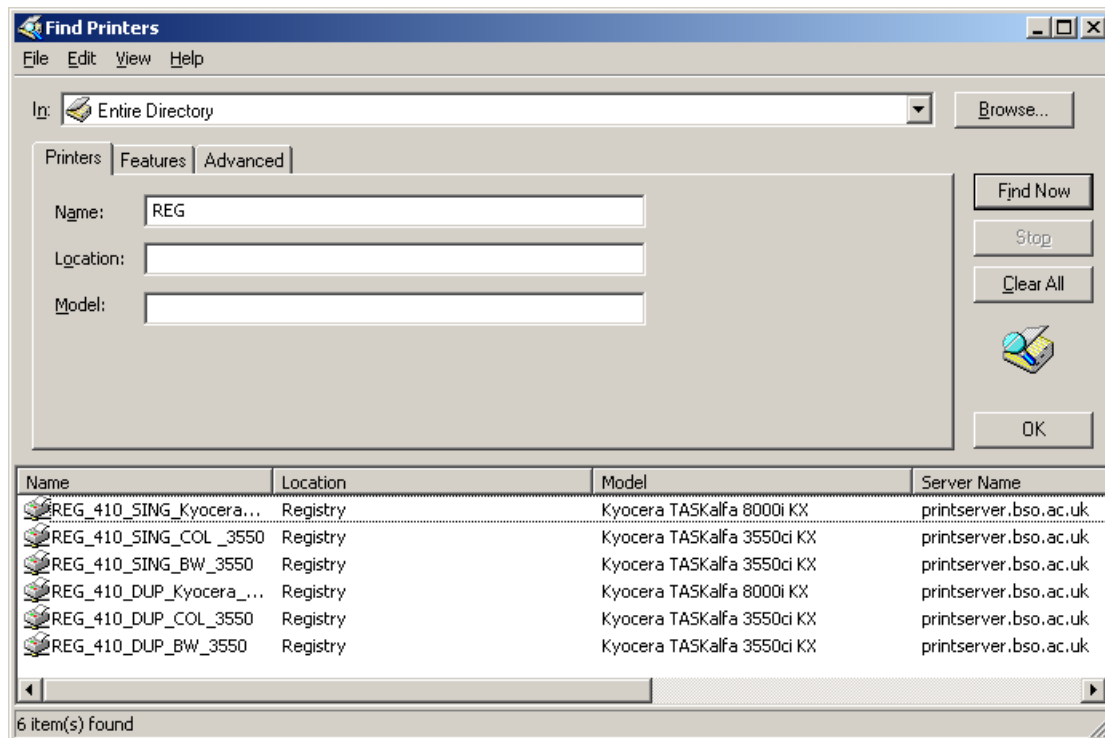


Enter the first part of the name of the printers you are interested in,  
 Eg enter 4 to search for 4<sup>th</sup> Floor corridor printer/copiers  
 Enter REG to search for Registry printer/copiers

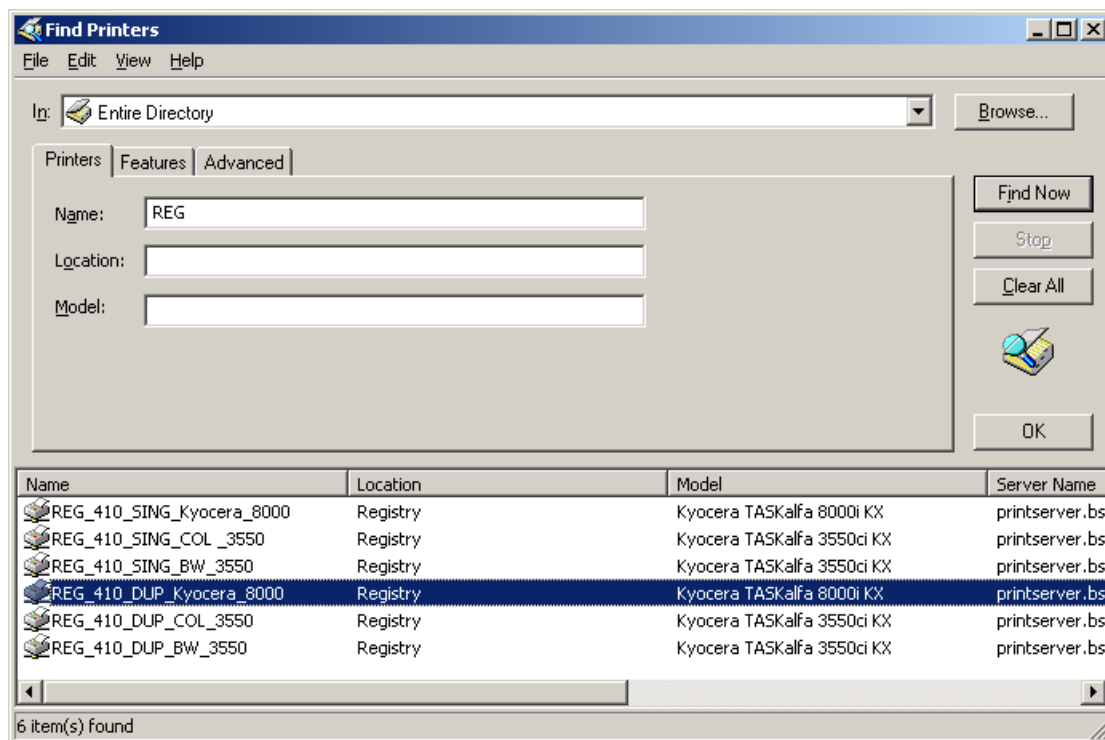
Then, click on the **Find Now** button, which will produce:



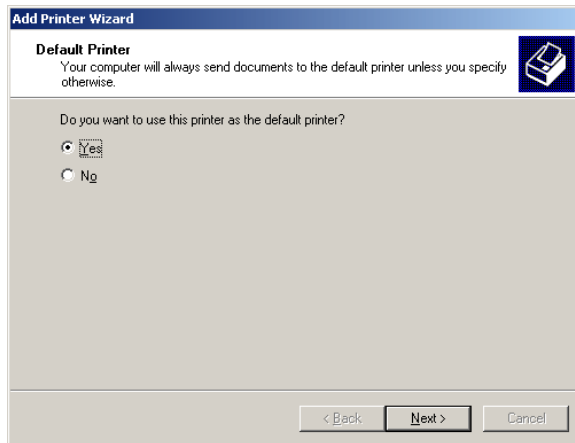
Or



Then, highlight the printer/copier you want and click on OK:

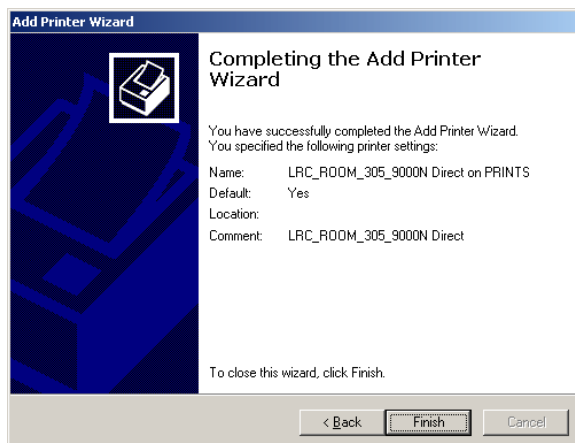


After a little while ( you may need to ignore an intermediate window, if one displays ) it will show you this window:



Click on **Yes**, if you want to use this printer as the default and click on **Next**

Click on **Finish**



Repeat this process for any other printers that you may wish to access from your PC.