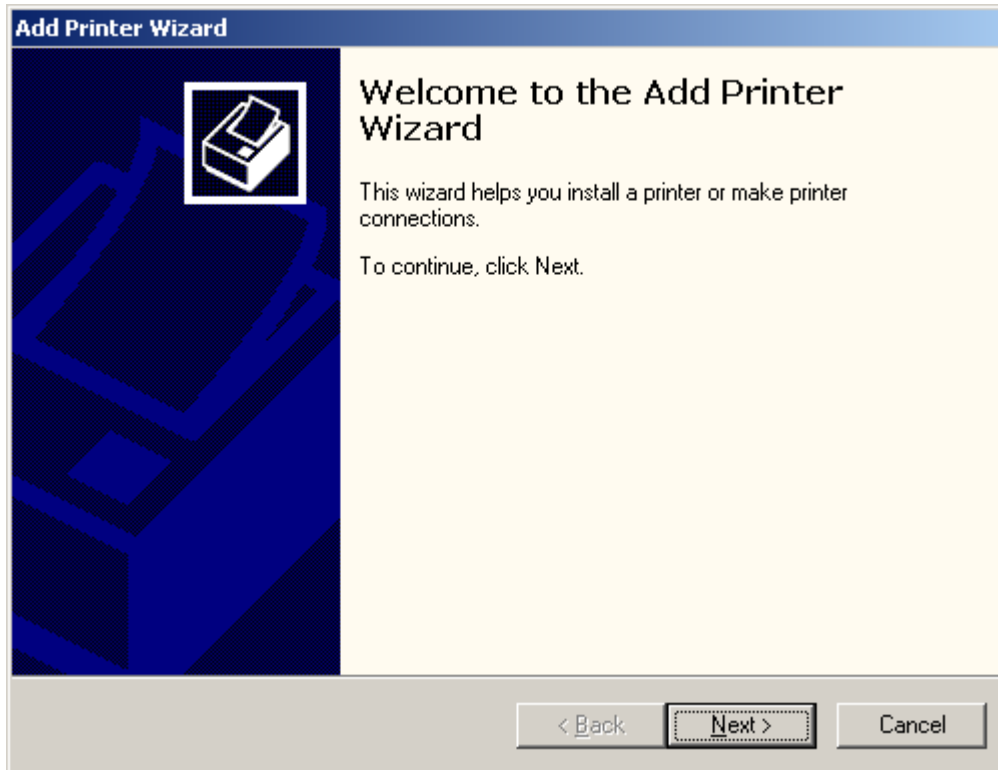


HOW To Add a Network Printer in Windows 2000


1. Go to Start Menu
2. Settings
3. Printer
4. Add Printers



- 5.
6. Select Next

Add Printer Wizard

Local or Network Printer
Is the printer attached to your computer?



If the printer is directly attached to your computer, click Local printer. If it is attached to another computer, or directly to the network, click Network printer.

Local printer
 Automatically detect and install my Plug and Play printer

Network printer


< Back Next > Cancel

7.

8. Select Next

Add Printer Wizard

Locate Your Printer
How do you want to locate your printer?



If you don't know the name of the printer, you can browse for one on the network.

What do you want to do?

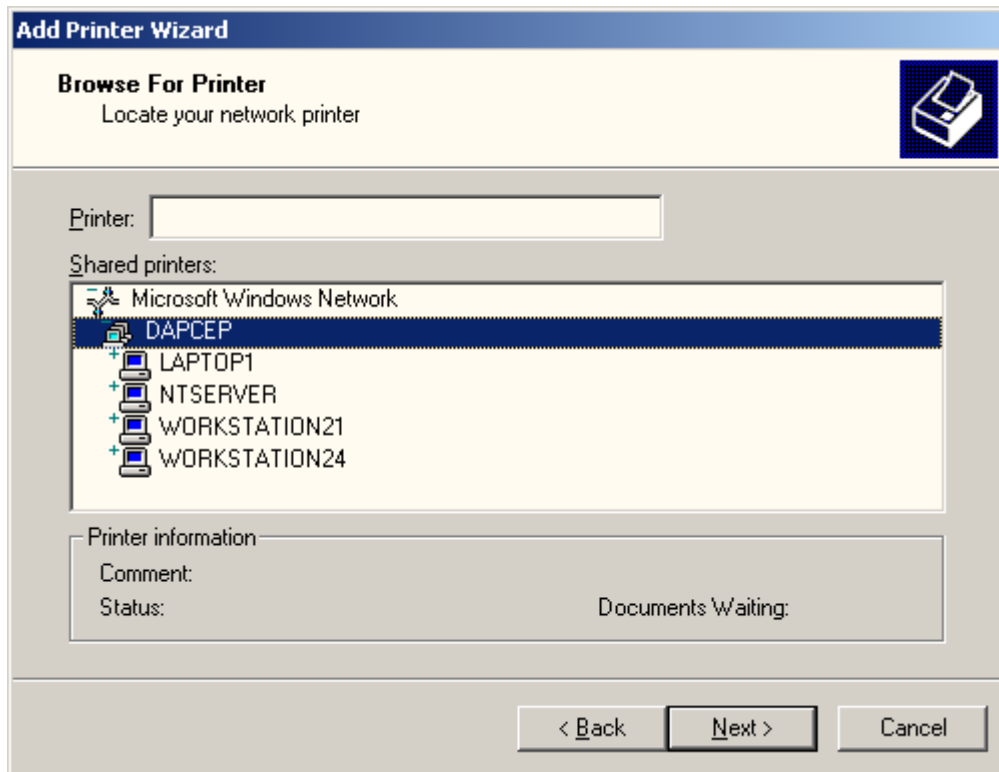
Type the printer name, or click Next to browse for a printer
Name:

Connect to a printer on the Internet or on your intranet
URL:

< Back Next > Cancel

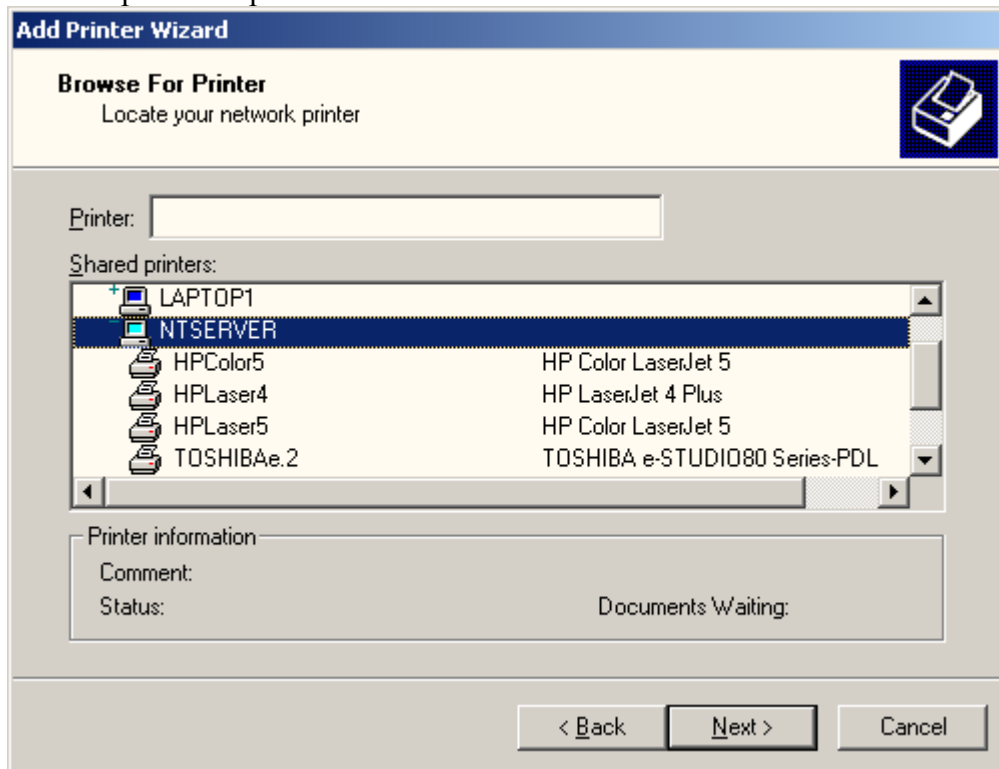
9.

10. On a Windows 2000 Domain this will have 3 radio buttons rather than 2. You would select the second one from the top and it will have the same description as the checked one in example 9. CLICK on NEXT



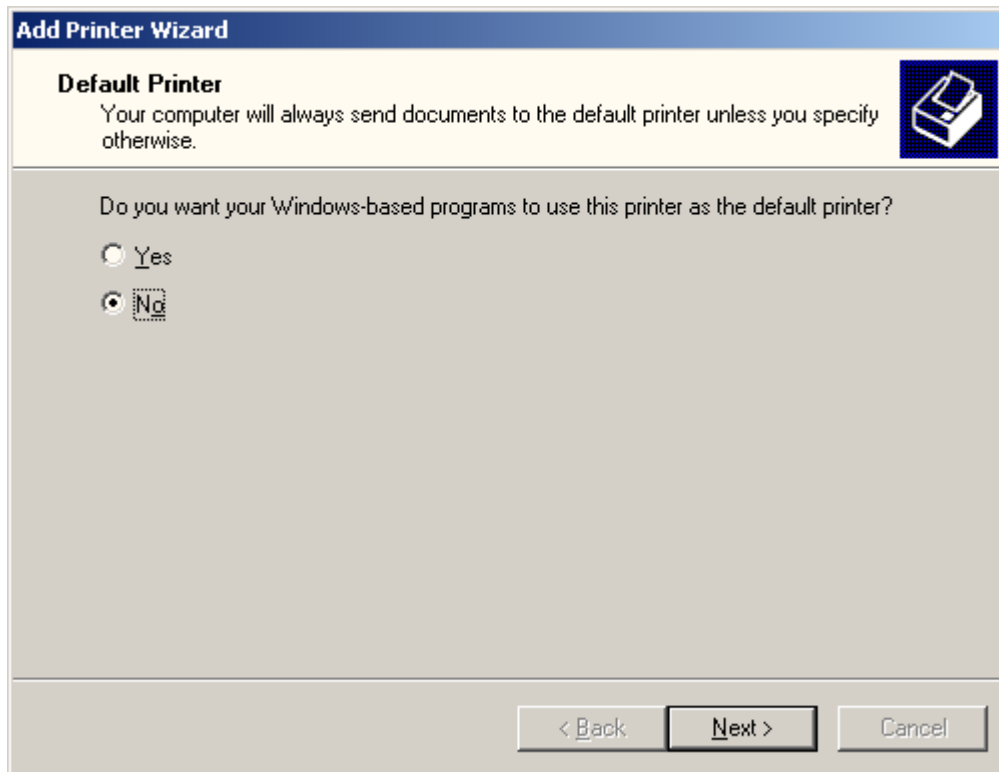
11.

12. Find the Server or Computer that has the printer you want attached to it double click on it. When you click on the computer it will open up and show a list of attached printer or printers.



13.

14. Select the printer you would like to add and click Next



- 15.
16. Select if this should be used by ALL Windows applications as the default printer then click Next.



- 17.
18. Click Finish!! That's it, you have now installed a network printer. You can repeat this process with any other printers you wish to attach to the network.