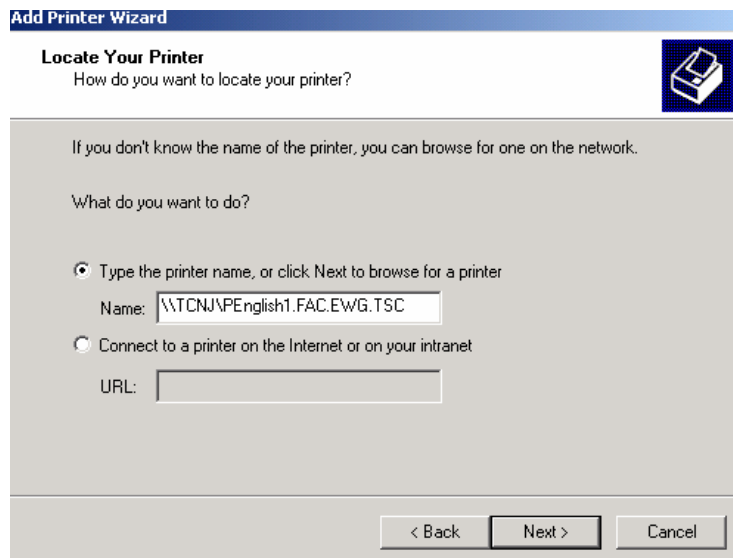


## To Add a Network Printer

1. Go to 'Start', then to 'Settings', and then double click on the 'Printers' folder
2. Double click on the icon 'Add Printer'
3. An Add Printer Wizard window will open. Click on the 'Next' button to continue
4. Select 'Network Printer' and click 'Next'
5. In the Locate Printer window, Select 'Type the printer name...'

Example: Type in Name: \\TCNJ\PEnglish1.FAC.EWG.TSC



Note: To find the printer name, go to a co-workers computer who already prints to the printer and open their printer folders.

6. Click on 'Next' to continue. Files will copy to your PC
7. Select Yes to make this printer your default printer. A default printer means that all your print jobs will default to this printer. Otherwise select No. Click Next.
8. Click 'Finish' to complete the installation.

If you have any problems, please call the HelpDesk x2660