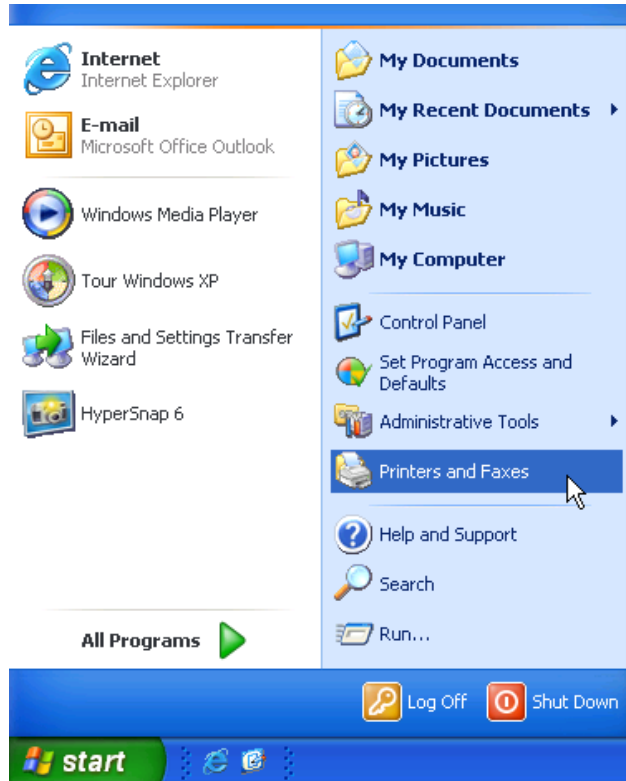
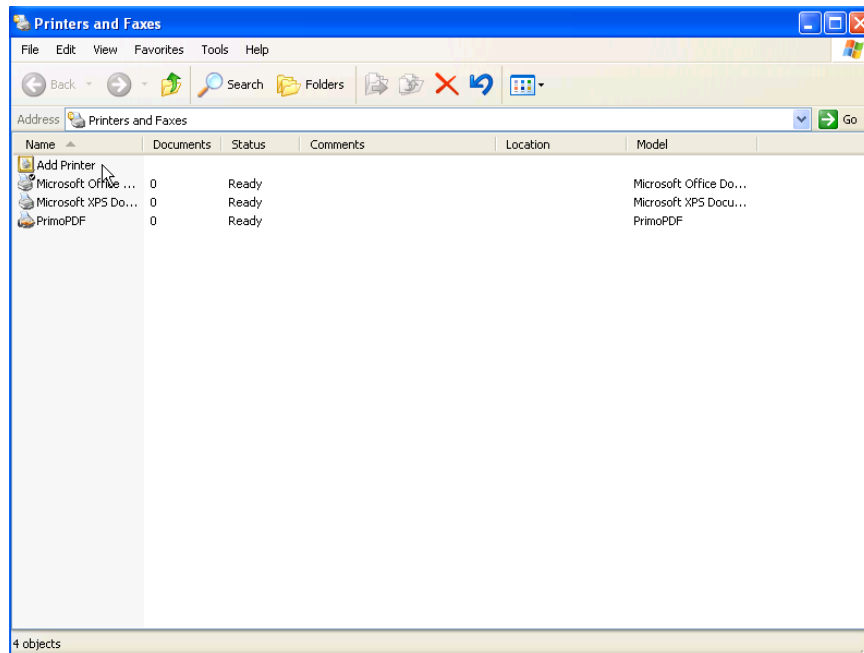


Connecting to a Networked Printer

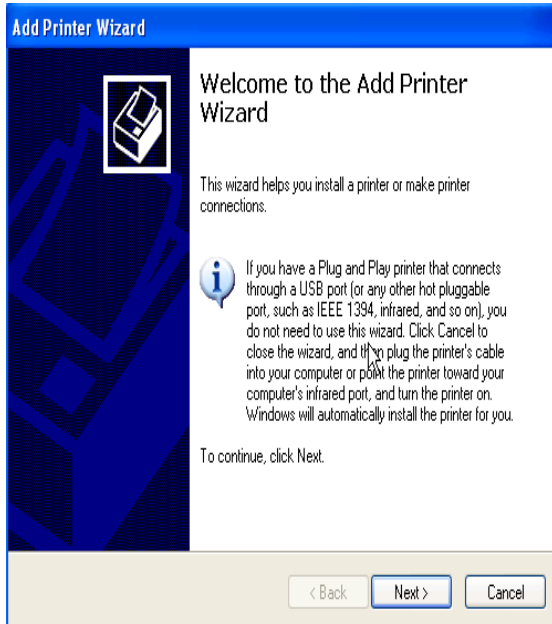
1. Click on “start” and select Printer and Faxes.



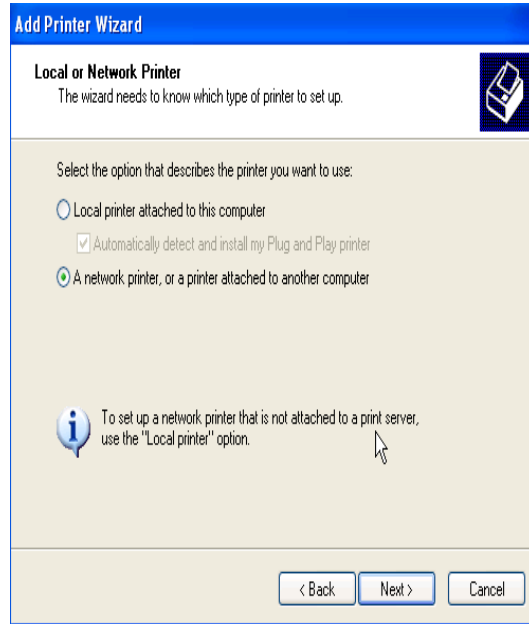
2. At the Printer and Faxes window, click on “Add Printer”.



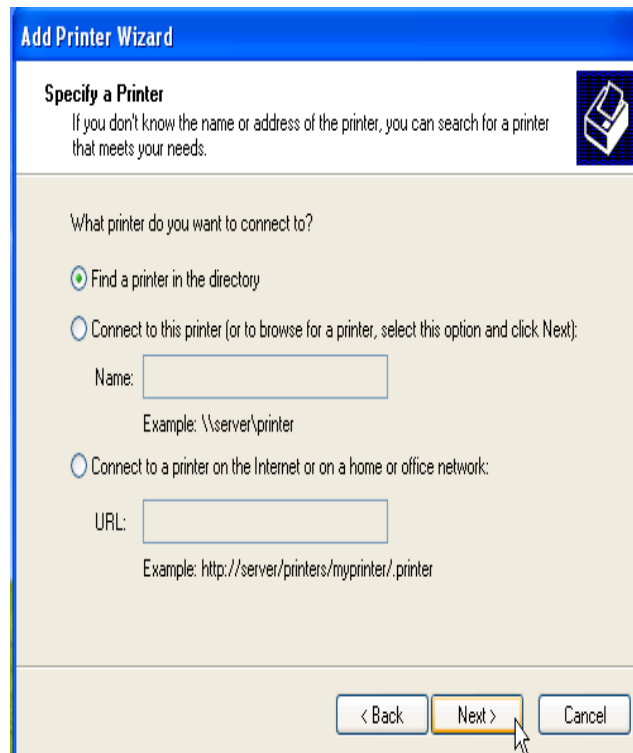
3. Select the “Next” button.



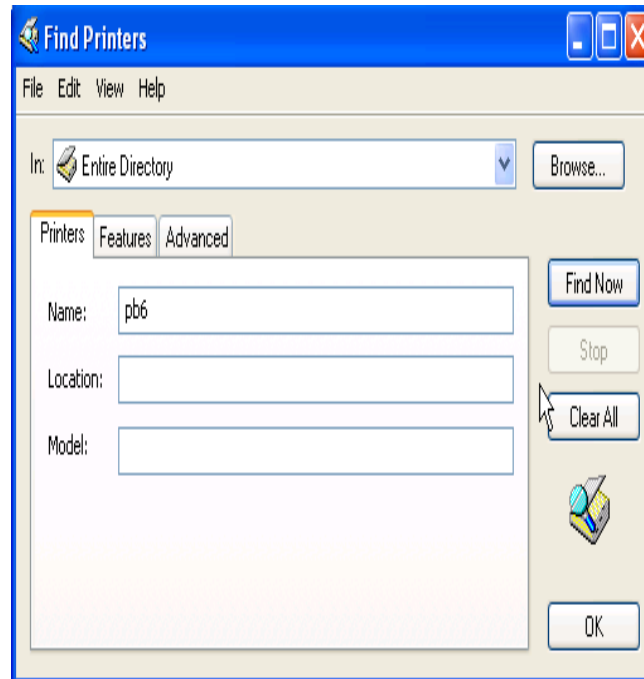
4. Select the 2nd option and click “Next”.



5. Select the 1st option and click the “Next” button.

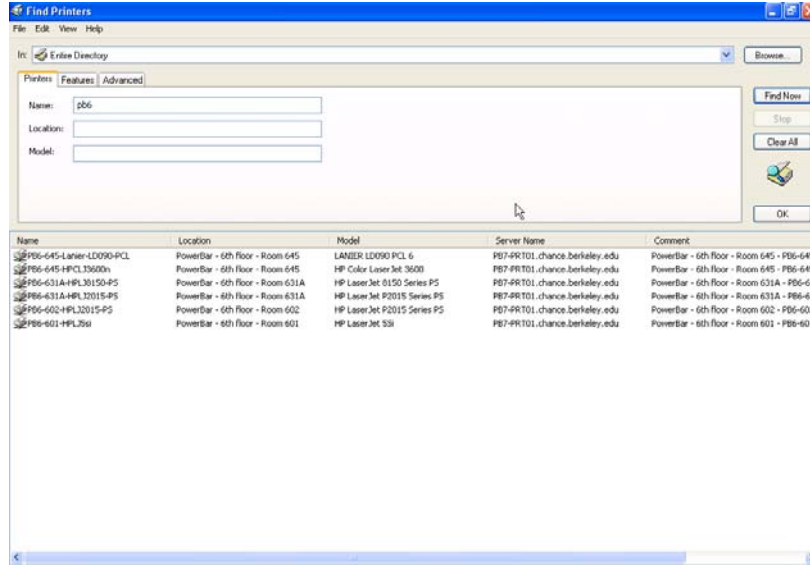


6. In the “Name” field, type the abbreviated name for your location (see table below), and then click the OK button. In the example, I chose “pb6” (Power Bar, 6th floor). That pulled up a list of available printers for that location. Please keep in mind that even if you are able to see a particular printer, some printers are restricted to specific units.

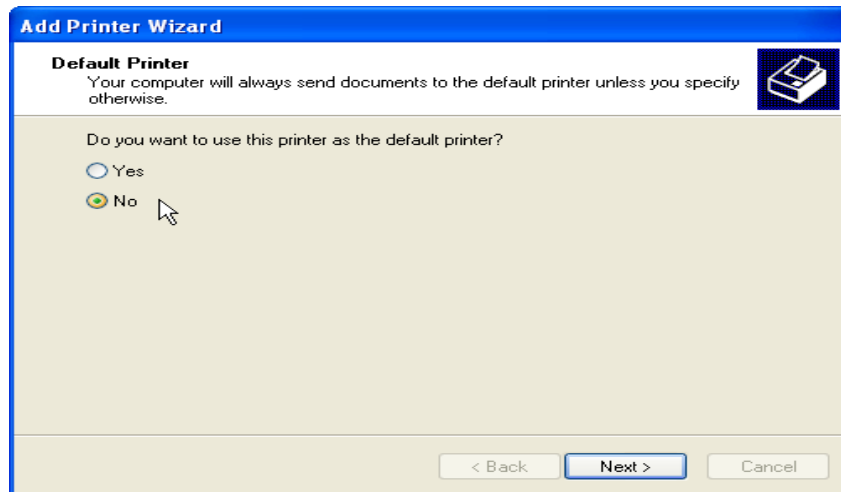


Location (or Building):	Name:
California Hall	ch1, ch2
University Hall	uh1, uh6
Sproul Hall	sh3
A&E Building	ae2, ae3
2222 Piedmont	2222
2195 Hearst	h2195
Power Bar	pb3, pb6, pb7
Constitution Square	2168
Berkeley Conference Center	bcc
6701 San Pablo	mar

7. Double click on the available printer closest to your work location.



8. You'll be asked if you want your newly added printer to be your default printer. Select either the "Yes" or "No" radio button, and then click on the "Next".



9. The last screen will summarize your newly added printer. Just click on "Finish" to close the wizard window.

10. Repeat steps 2 through 9 if you want to add additional printers.