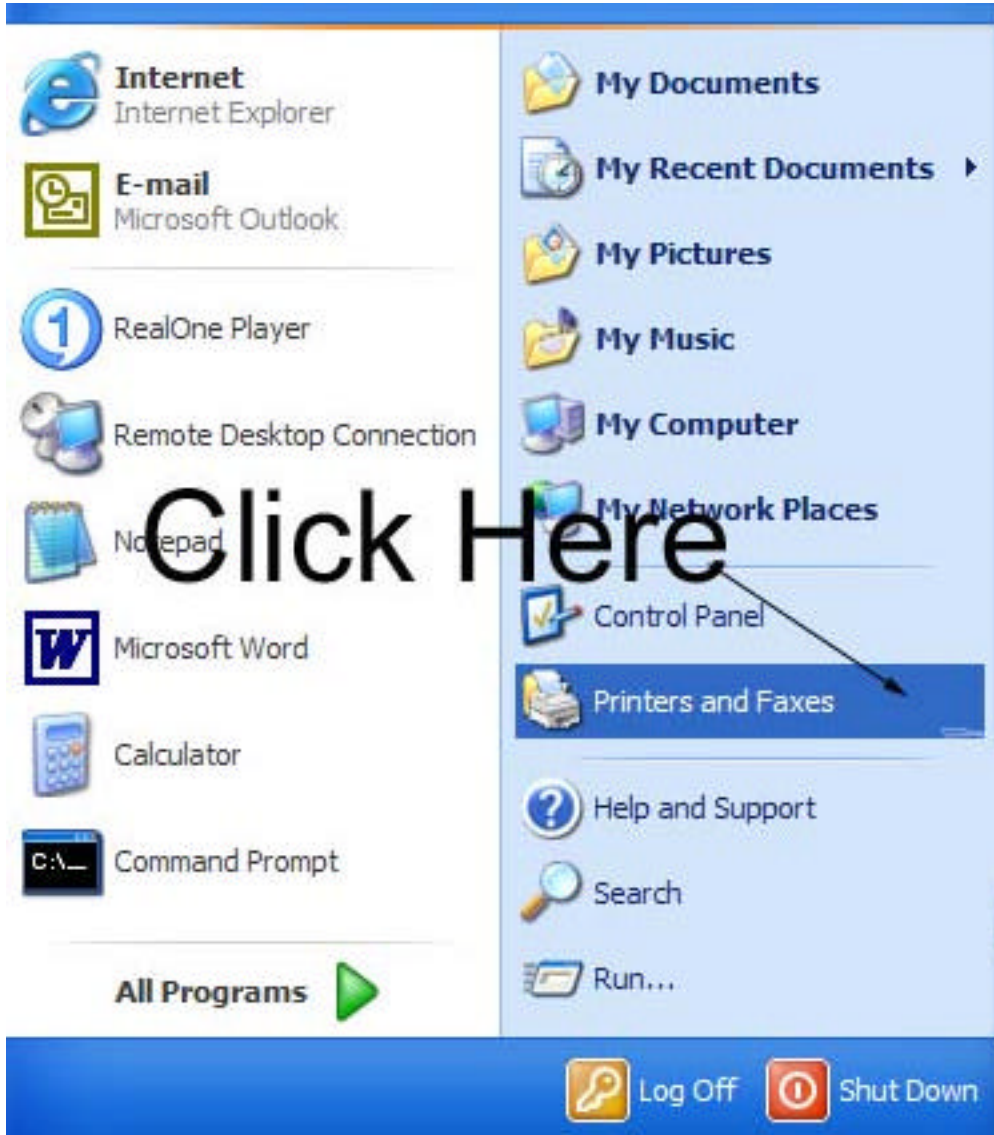
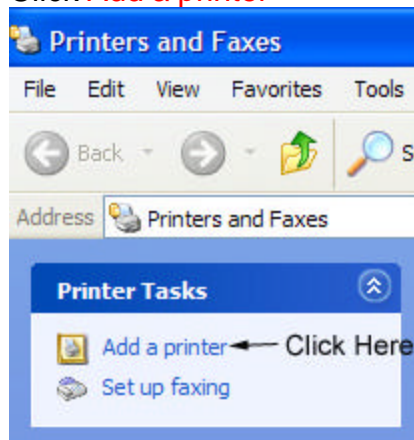


Tutorial: How To Add A Network Printer To Your User Account.

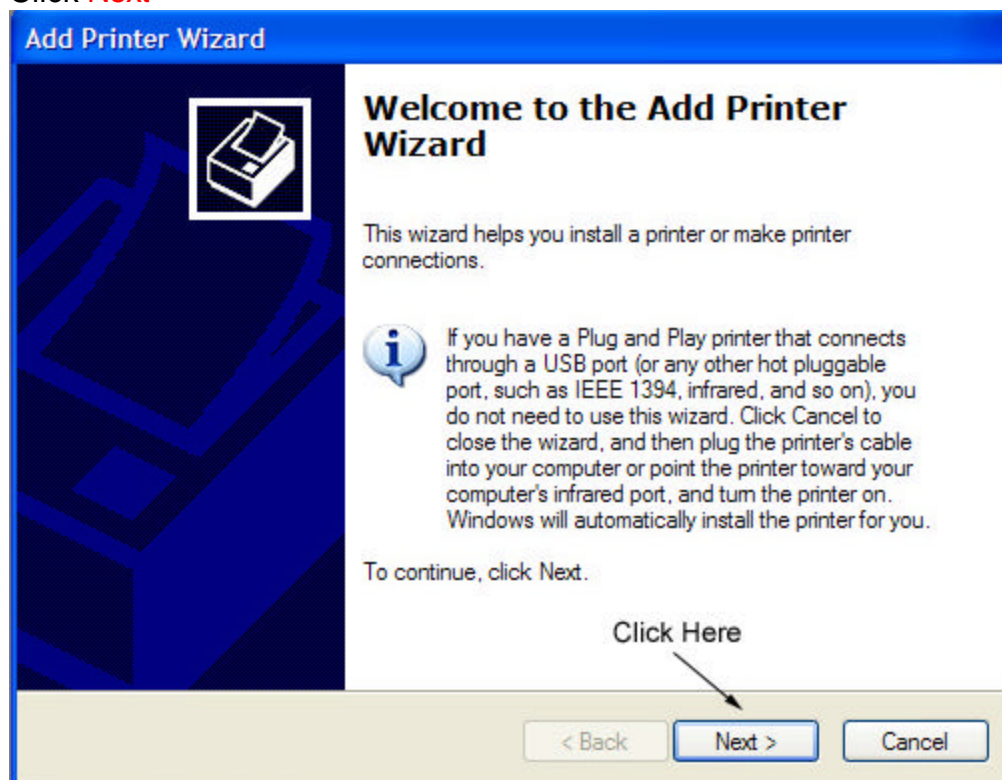
Click **Start** then **Printers and Faxes**



Click **Add a printer**



Click **Next**



Click the radio button next to "A Network Printer" and then Click **Next**

Add Printer Wizard

Local or Network Printer
The wizard needs to know which type of printer to set up.

Select the option that describes the printer you want to use:

- Local printer attached to this computer
 - Automatically detect and install my Plug and Play printer
- A network printer, or a printer attached to another computer

Click Here and Here

i To set up a network printer that is not attached to a print server, use the "Local printer" option.

< Back Next > Cancel

Click "Find a printer in the directory" and then click **Next**

Add Printer Wizard

Specify a Printer
If you don't know the name or address of the printer, you can search for a printer that meets your needs.

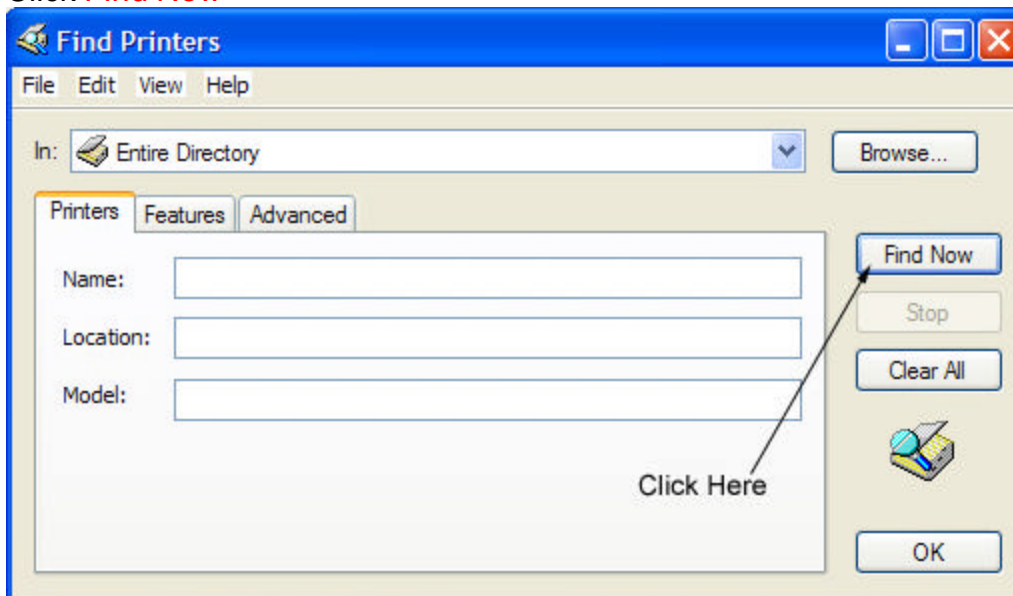
What printer do you want to connect to?

- Find a printer in the directory
- Connect to this printer (or to browse for a printer, select this option and click Next):
Name:
Example: \\server\printer
- Connect to a printer on the Internet or on a home or office network:
URL:
Example: http://server/printers/myprinter/.printer

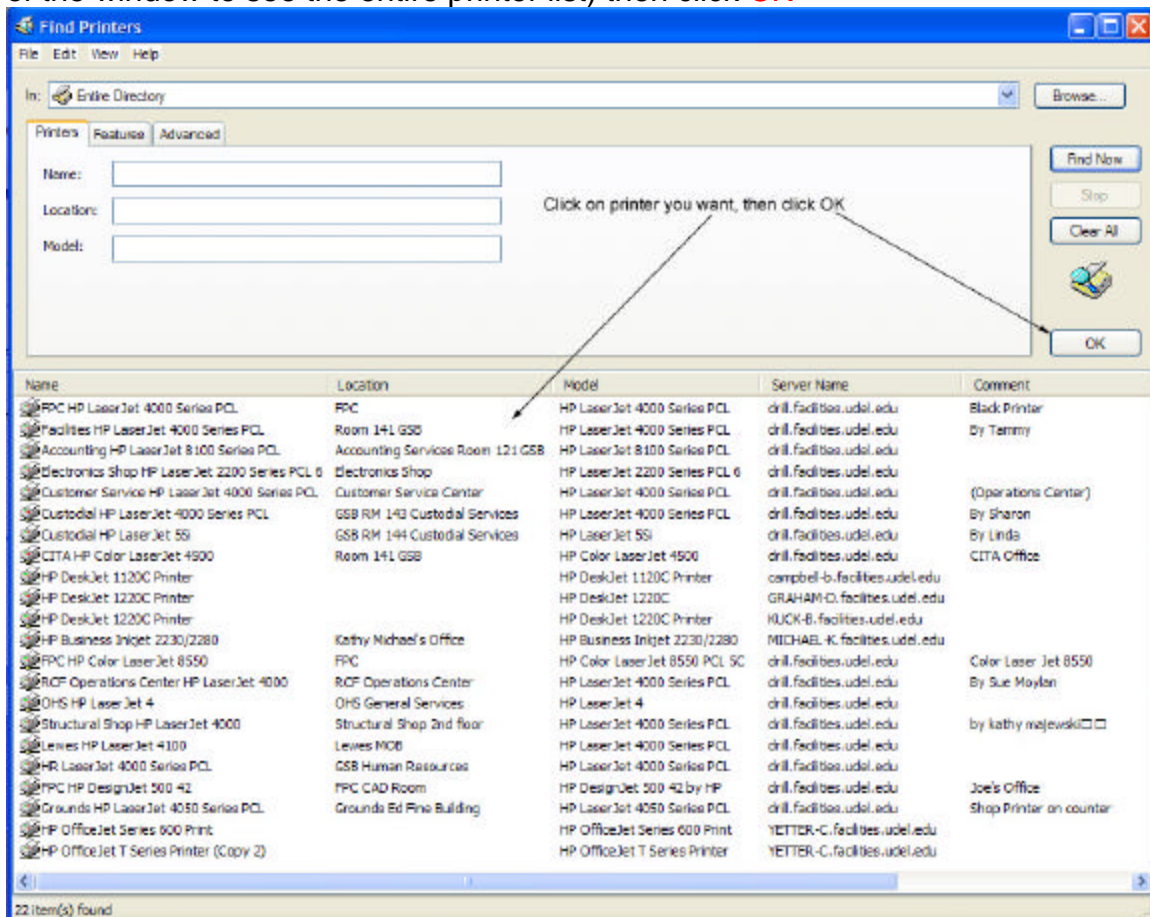
Click Here then Here

< Back Next > Cancel

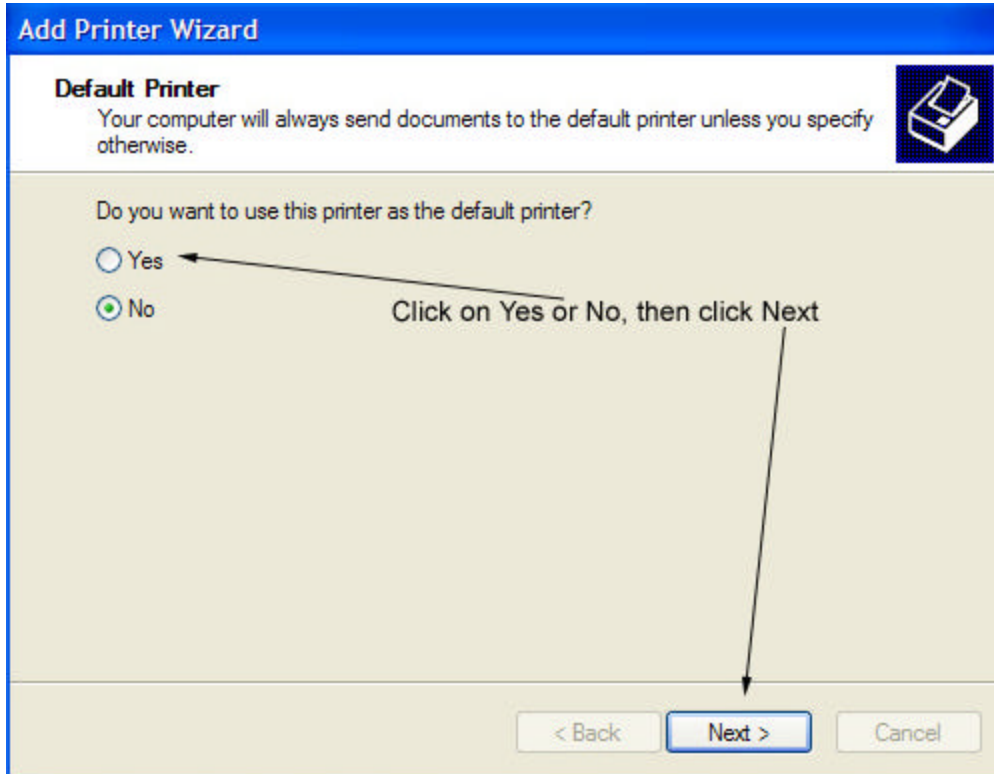
Click **Find Now**



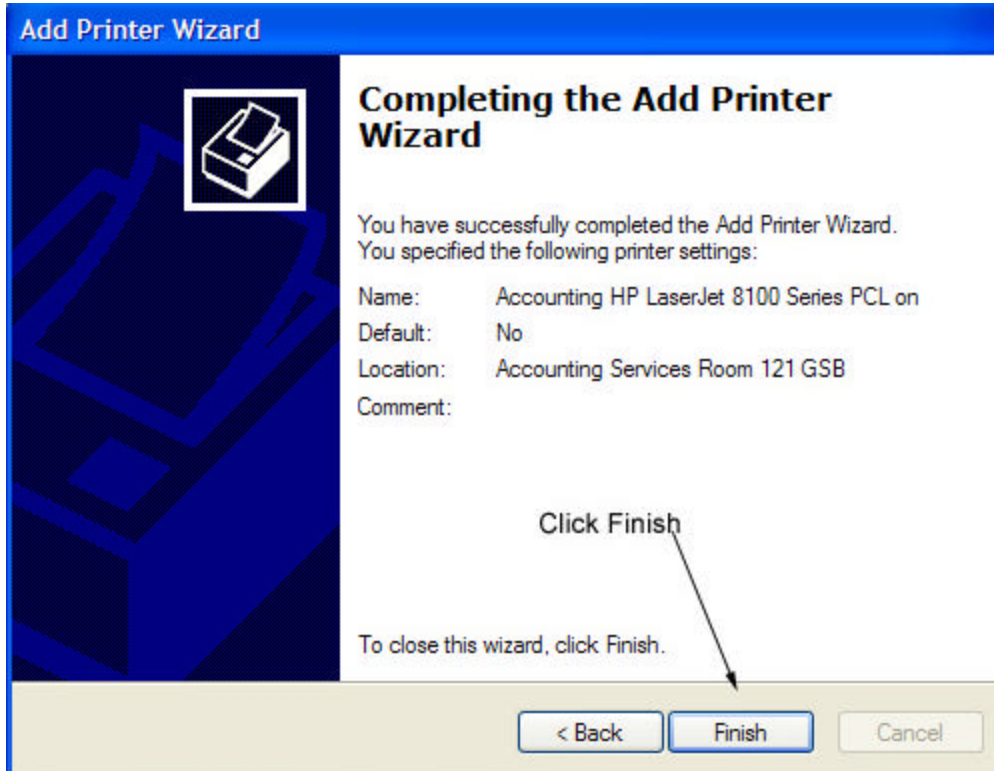
Click on the **printer name** you want to install (you may need to scroll the bottom of the window to see the entire printer list) then click **OK**



If you want the printer you just selected to be the default printer click **Yes** otherwise click **No** then click **Next**



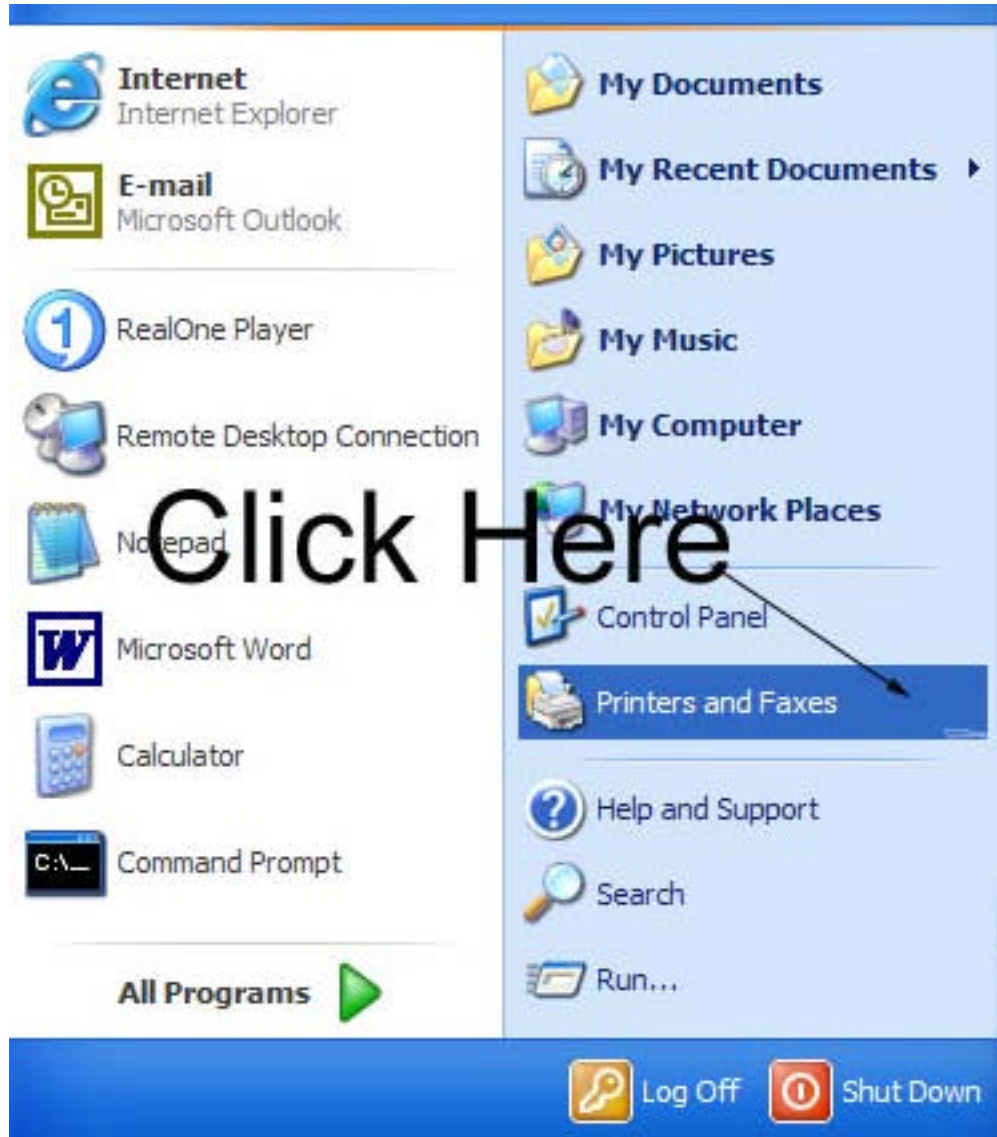
Click **Finish**



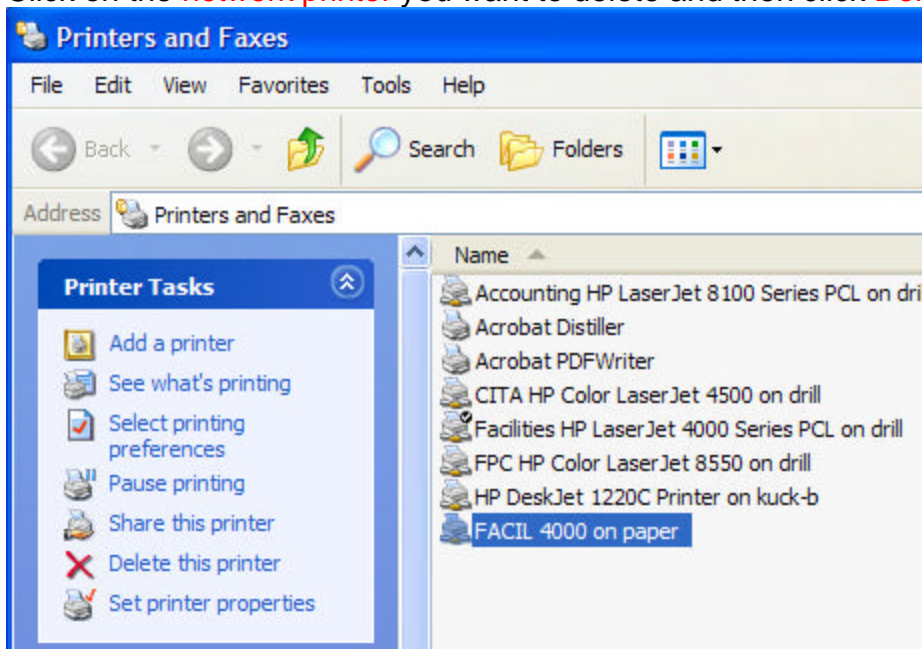
Repeat this process for each network printer you want to install. If you have any trouble with this please submit a [CWR](http://www.facilities.udel.edu/cwr) <http://www.facilities.udel.edu/cwr>

How To Delete A Network Printer From Your User Account

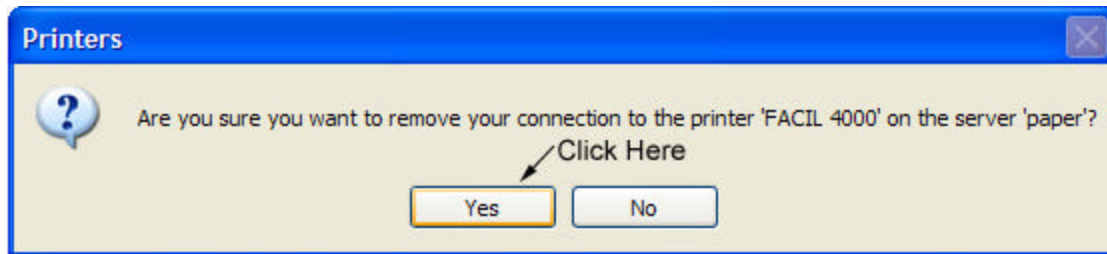
Click **Start** then **Printers and Faxes**



Click on the **network printer** you want to delete and then click **Delete this printer**.



Click **Yes**



Repeat this process for each network printer you want to delete.

If you have any trouble with this please submit a [CWR](http://www.facilities.udel.edu/cwr)
<http://www.facilities.udel.edu/cwr>