How Do I Add a Printer in Windows XP?

Print Server Change

We have made a change to the location of our networked printers. They were previously located on printsvr1, and now they are located on printsvr2.

Many of our laser printers should work fine without you needing to do anything. If they don’t print right away, reboot the computer and they should get the new drivers.

If you still can’t print from a laser printer, contact the Help Desk staff at extension 7129. If you print from a newer model inkjet printer, you will probably still be able to print; however you will need to delete your current printer and re-add the printer by following the instructions to the left.

If you have an older inkjet printer, you will probably no longer be able to print from it. Our copiers also won’t print from a PC with the new Windows 7 operating system due to a lack of drivers.

WE CAN HELP!

1. To add a networked printer using Windows XP, click on start and then left-click on Printers and Faxes as shown directly below. You will then see the second window. Under Printer Tasks on the left side of this window, click Add a printer. You should see a window that says “Welcome to the Add Printer Wizard” like the one at the bottom of this page.
2. At the screen above, click Next three times in a row, and you should see a window similar to the one below.

![Find Printers window](image)

3. In the Name window, type your site abbreviation, and click on Find Now. (The site abbreviations are listed in the column to the right.)

4. You should now see a list of available networked printers at your site.

5. Click once on the desired printer, and click OK. (If you get a window asking if you want the printer to be the default printer and it is your regular printer, select Yes and Next.) A window should appear saying “Completing the Add Printer Wizard”. Click Finish, and you should now be able to print.

If you need further assistance or have questions, contact the Help Desk staff at extension 7129.