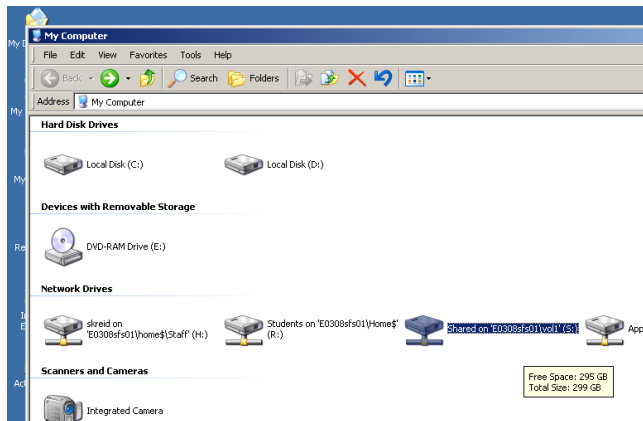
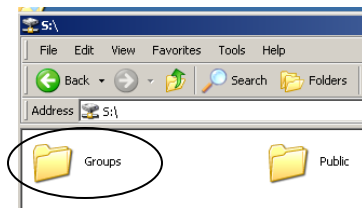


# Adding Printers

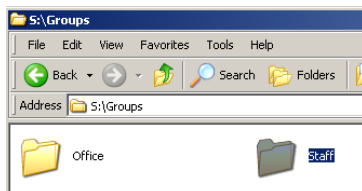
1. Log on to our network
2. Double click on "My Computer"
3. Double click on "Shared on H0466sf..."



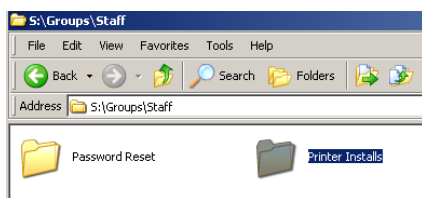
4. Double Click on Groups



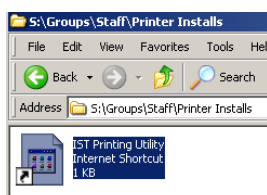
5. Double Click on "Staff" folder



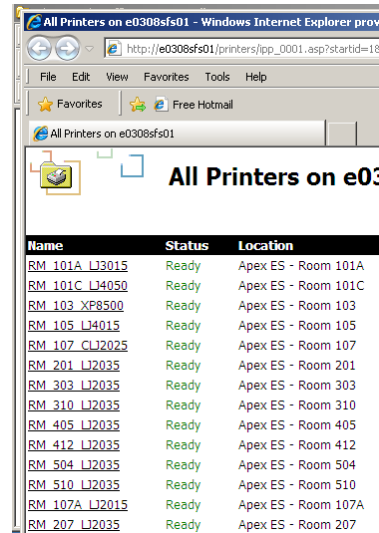
6. Double Click on "Printer Install" folder



7. Double Click on "IST Printer Utility" shortcut

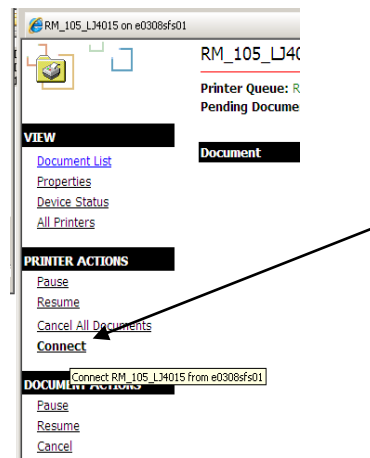


8. This link should open in Internet Explorer. If it does not, please reopen the link using Internet Explorer. Find the printer you want to add in the list based on the room the printer is located.

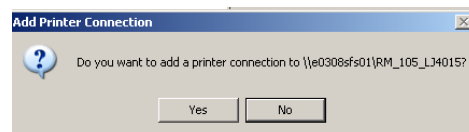


Click on your printer choice.

9. Click on "Connect" under "Printer Actions"



10. If the printer you want is listed at the end of the question, click "Yes"
11. You should see "The printer has been installed



on your machine" ... if not, you may have to start back on step 8.