


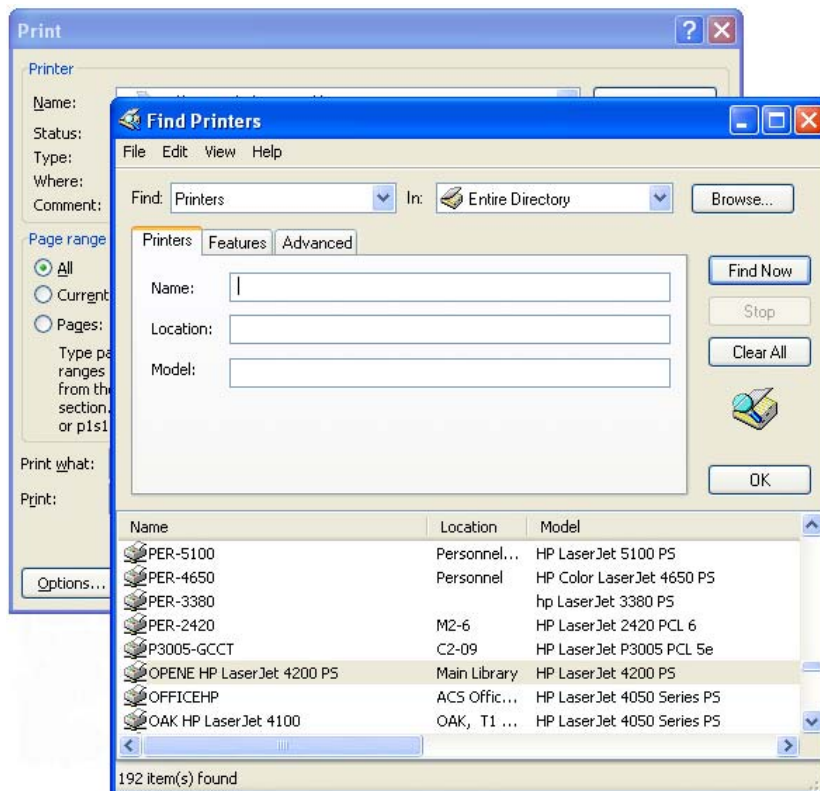


how to Add a Network Printer

Sometimes the computer does not have the printer you wish to use; it only lists the Microsoft Office Document Image Writer. In this case, it is possible to add a printer to your list of printers.

To add a Network printer from Microsoft Word 2007

1. click on the **Office button**  and then click **Print**
2. When the print dialogue box appears, click on the **Find Printer** button and then click on the **Find Now** button.
3. When the Find Printers dialogue box appears, select the printer you want e.g. **OPENE 4200** for the black and white printer or **COLOURE 9500** for the colour printer, then click on **OK**.



Please note you only need follow the above steps once for each printer you wish to connect to. The printer(s) you have added should now be displayed on the list of printers available from the print dialogue box.

To connect to a network printer using Classic View: - for packages other than Microsoft



1. Click on **Start** and select **Printers and Faxes**.
2. Click on **Add a printer** from the left hand menu; this should start the Add Printer Wizard, click on **Next**.
3. Select the **A network printer** option and then click on **Next**.
4. Select the option **Find a printer in the directory** and click on **Next**.
5. When the dialogue box for **Find Printers** appears click on **Find Now** and select the required printer from the list, then click on **Ok**
6. You will be given the option to set the printer you have selected to be the default printer. Select **yes** and then click **Next**.
7. You have successfully added a printer. Click on **Finish**.

Please note you only need to follow the above steps once for each printer you wish to connect to. The printer(s) you have added should now be displayed on the list of printers available from the print dialogue box.

Good Printing Practice

Please be considerate if you send work to the printers. Please do not waste paper – think before you print. Do not send your work to print more than once, as your print quota will debited for it. Try to remember the following points:

Print Preview – Use the print preview facility of most packages to check the layout of your work before you send it to the laser printer. This will enable you to rectify any mistakes you have made before sending your work. It will also allow you to check how many pages you are printing. This is particularly helpful when printing webpages (note: not all webpages are formatted for printing).

Blank Page Printing – Before sending your work to the printer, check that there are no blank pages at the end of your document. If there are blank pages please delete them. Although they may contain no data, blank pages sent to the printer will still be deducted from your print quota.

Help Desk – If you require any assistance with the printers or printing, please do not hesitate to ask a member of staff on the Information Desk.