

INSTALLING NETWORK PRINTERS

Faculty and Staff can install network printers from computers that have the Novell Client installed. Please follow these steps:

1. From the Start button, select *Printers and Faxes*
2. Click *Add a printer*
3. At the *Welcome to the Add Printer Wizard* screen, click *Next*.
4. Select a *network printer* and click *Next*
5. Select *Browse for a printer* and click *Next*
6. After the printer list is built, double-click *NDPS printers*.
7. Double-click *NDPS Controlled Access Printers*.
8. For a lab printer, double-click *VU_TREE* then *VU* then *LAB* and select the printer you want to install. Then click *Next*.
9. For a departmental printer, you should see your departmental container immediately under *NDPS Controlled Access Printers*. Double-click it and select the printer you want to install. (If you need assistance determining the name of your printer, please contact the Helpdesk at x5678.) Click *OK*.
10. You'll receive a warning that you're about to connect to install printer drivers which can potentially contain viruses. Click *OK* to continue.
11. You'll see an hourglass for up to a few minutes as the printer is installed.
12. If you have other printers installed, you'll be asked if you would like to set the new one as the default. Choose *Yes* or *No* and click *Next*.
13. Click *Finish*.

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