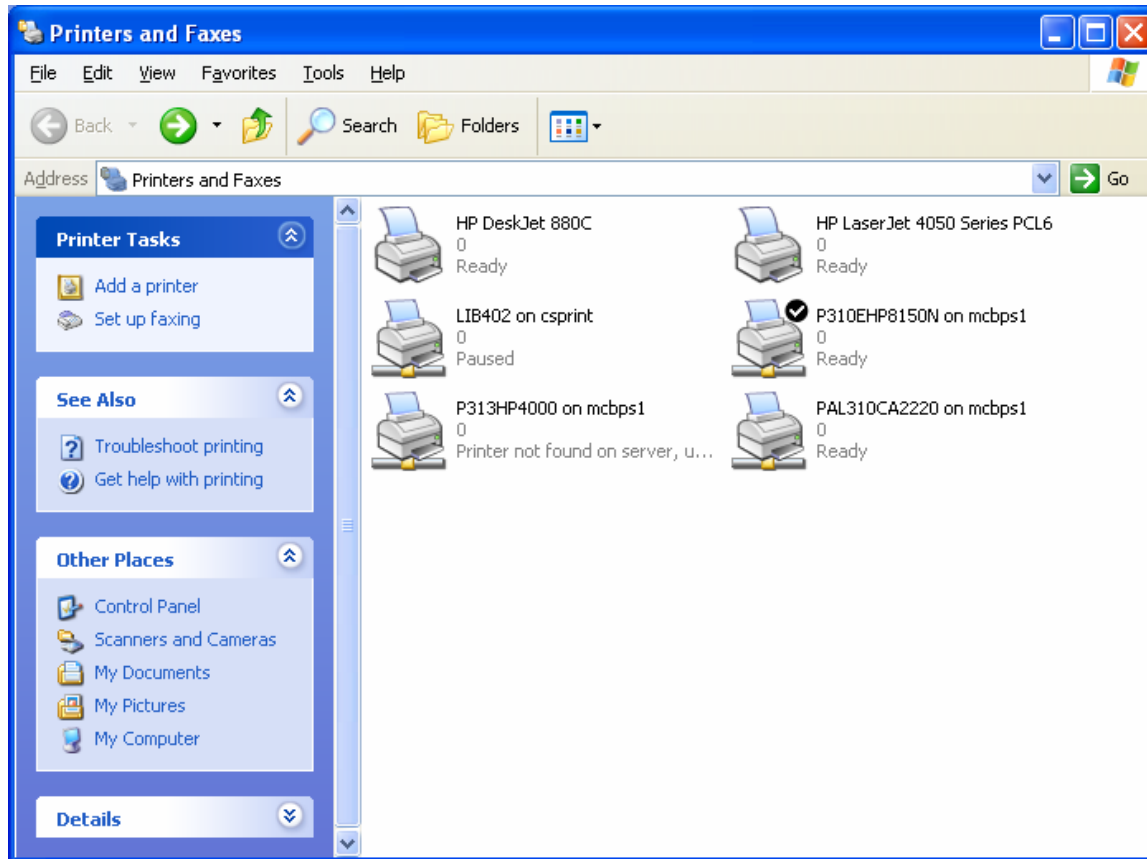


Windows XP Printer Setup Instructions

Before you start, you need to know the name of the printer you want to print to. To obtain the printer name, check with someone else nearby who uses the printer, force the printer to print a “test” page, or call the Help Desk (617-521-2222).

1. Click **start** then click **Printers and Faxes**
2. The Printer and Faxes window appears

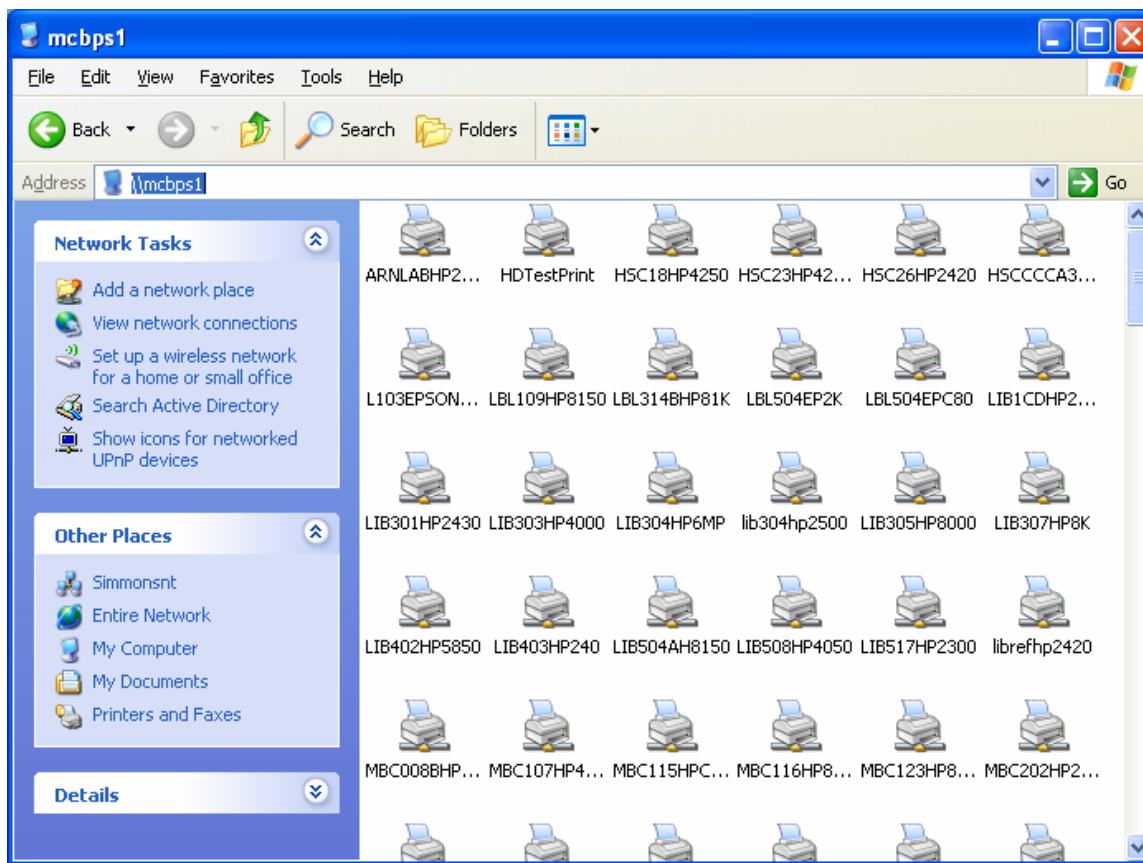


Your printer’s name may look cryptic – here is what you look for: 5 or so characters that indicate the location, followed by 6 or so characters that indicate the printer make and model. For example, the Help Desk is located in Suite 310 of Palace Road. Here is our printer name: P310EHP8150N (this is just an example – it is not your printer).

3. If you see your printer name followed by “on mcbps1” you are all set and can close the Printers and Faxes window.

If you do not see the printer in your area, click in the box beside Address, and type: [\\mcbps1](#) (including the backslashes) then press Enter.

The list of all networked printers appears.

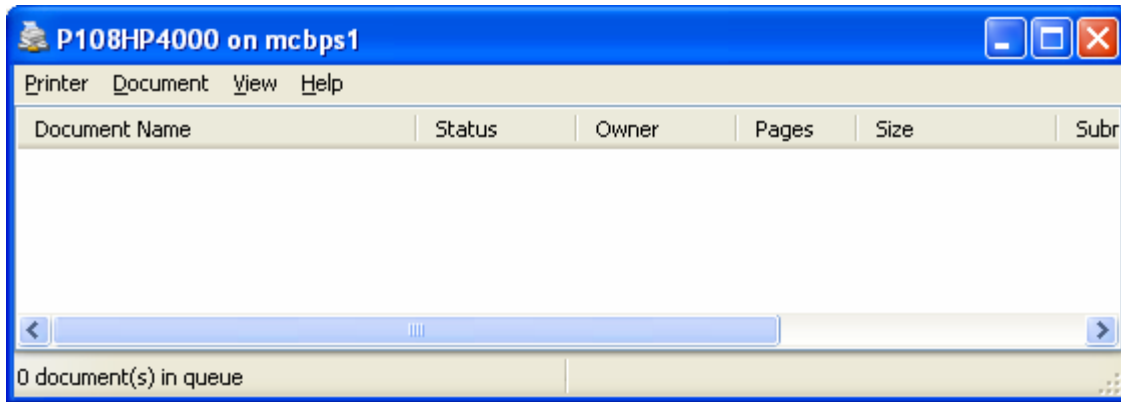


The printers list alphabetically. If you see printer icons, you may want to change the view to make the list easier to read. To do this, from the menu click **View** then click **List**. The printer icons disappear and you simply see an alphabetic list of printer names.

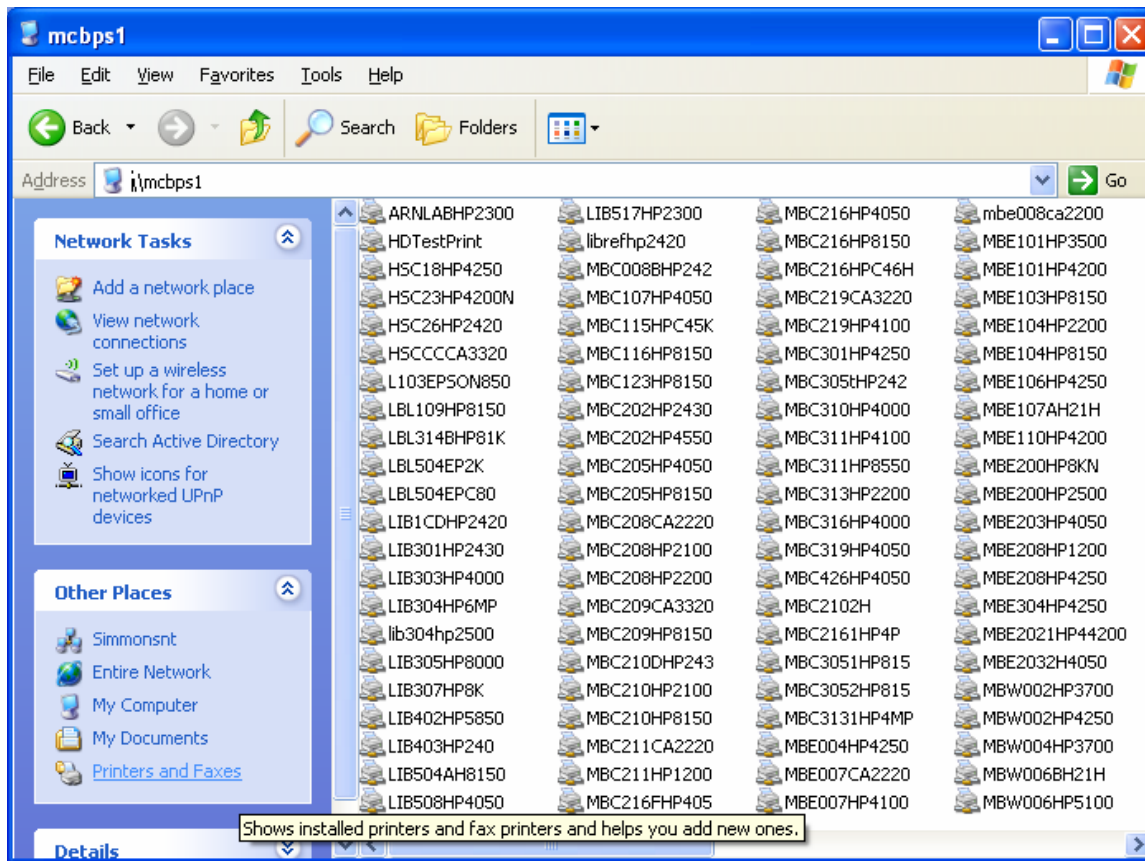
Scroll through the list until you see the printer name in your area, identified by your building and room location followed by your printer's make and model.

Double-click on the printer you want to add. A flashlight "searching" appears. When it is done, a window for the new printer appears.

4. Click the **X** in the upper right corner to close the printer's window.



5. In the [\\mcbps1](#) window, in the left pane under Other Places, click **Printers and Faxes**.



6. You now see the printers your computer can print to, including the new one you just added. If you point to the new one and right-click, you can make this printer your default.

Please contact the Help Desk at 617-521-2222 with any questions you have.