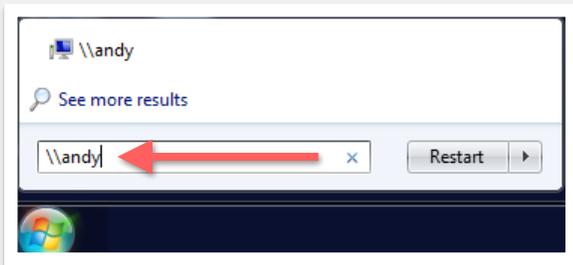


Adding a Staff Network Printer

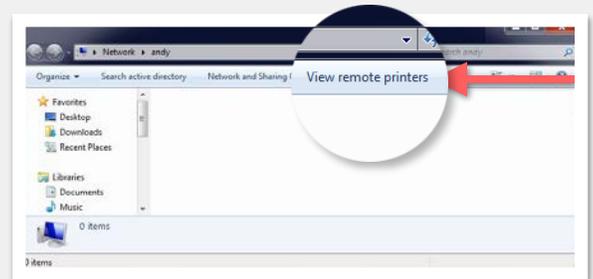
Windows 7

To be able to connect to any of the online network printers (Xerox photocopiers), you will need to map your login profile to GH's network printers. You only have to do this one time under your profile. To map your printer, you will need a machine that has a standard Guelph-Humber image; this won't work with your personal computer.

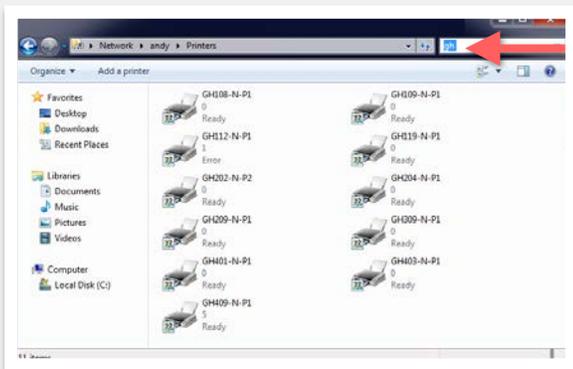
Below is a step by step account of how to map a printer to the network.



Click on the Windows\Start icon and type "\\andy"

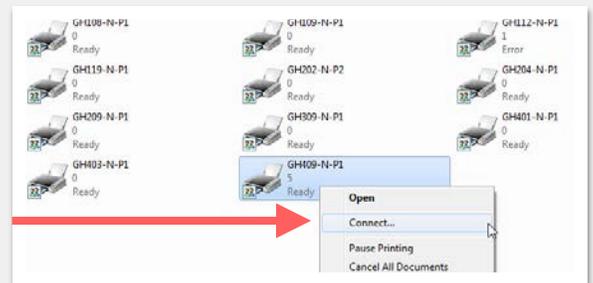


Click "View remote printers"



Type "GH" in the search bar to see the Guelph-Humber Xerox printers

- 1st Floor: GH108-N-P1
- 1st Floor: GH109-N-P1
- 2nd Floor: GH209-N-P1
- 3rd Floor: GH309-N-P1
- 4th Floor: GH409-N-P1



Right click on the appropriate floor printer and click "Connect..." and the Windows Printer Installation will begin to add the printer and drivers automatically.

To set your printer as the default printer, go to the Windows icon menu, then "Devices and Printers".

When you see your printer, right click and select "set as default printer".