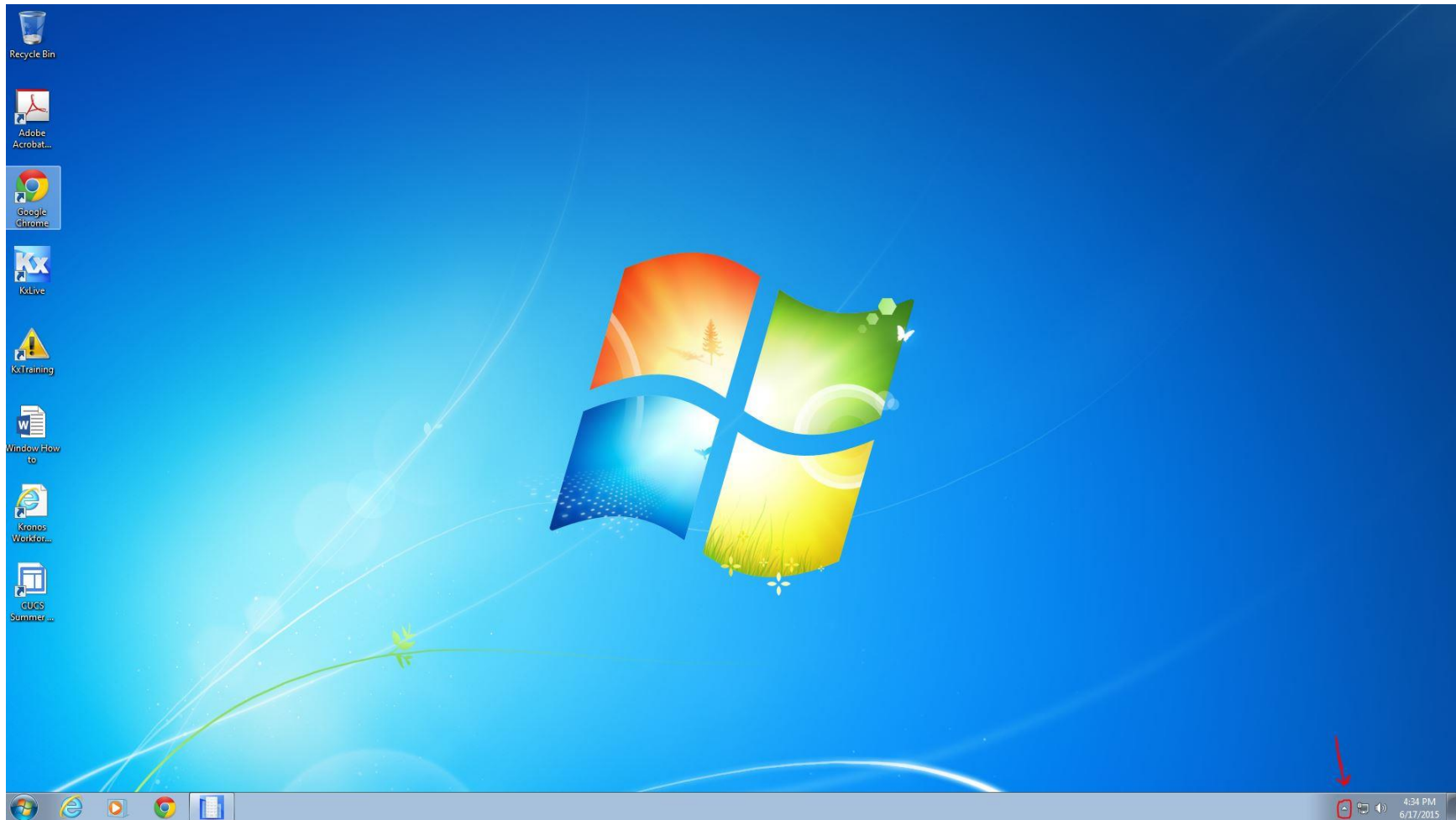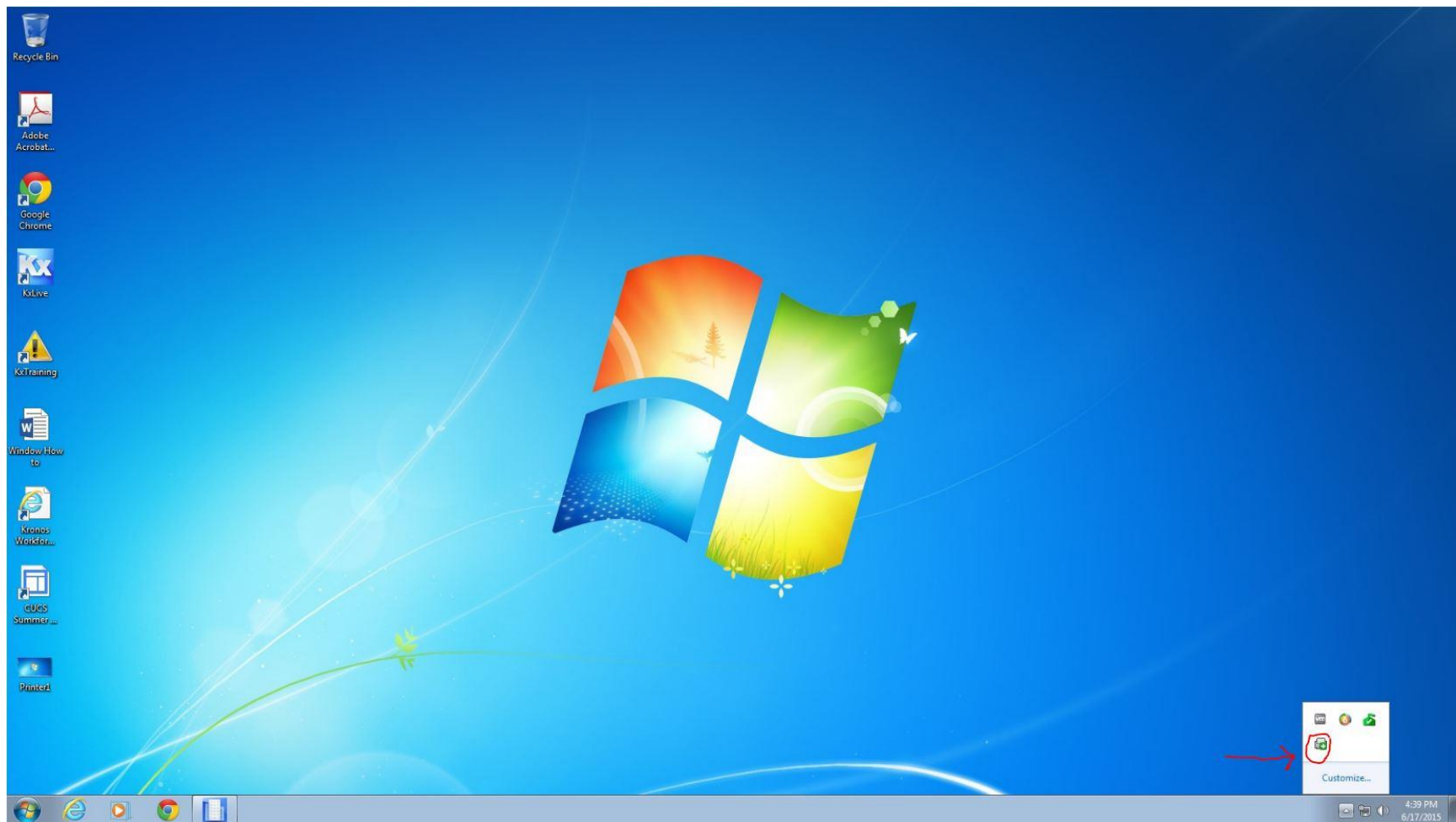## HOW TO ADD NETWORK PRINTERS TO YOUR PROFILE

Step 1:
On your desktop, click the arrow button to expand out your icon menu in the lower right hand corner of your taskbar.

Step 2:
Click the printer icon in the expanded icon menu.

Step 3:

An internet explorer page will launch. Click on the printer that you would like to install (most of these are named based on the room number in which they are located.) When a dialogue box pops up asking you if you want to add the printer, click yes. You can click "set as default printer" if that printer is the one that you use most frequently.

Step 4:

The printer drivers will install and another dialogue box will pop up to notify you that the installation is complete. You can now use your printer, hooray!