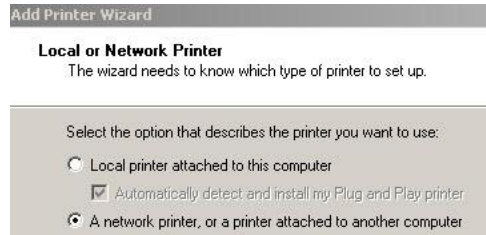
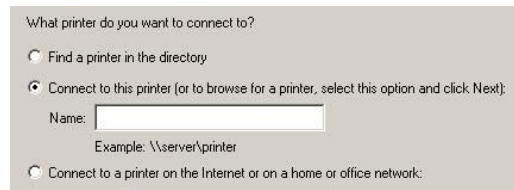


Connecting to a Network Printer

- Go to your start menu
- Click on “printers and faxes”
- From the left menu, choose “add printer”
- Choose: “a network printer...”



- Click next
- Choose: “connect to a printer (or to browse...)”



- For Large Copy-Printers type:
 - \\lindy\lemborg_1st_floor-b600
 - \\lindy\lemborg_2st_floor-b600
- Click next
- Select “no” for the default printer section
- Click Next; the printer will be added to your printer list

STAFF ONLY

For Specific Department printers enter the following:

\\ibsserv\

A dropdown menu will appear with a list of printers. Choose the printer that is associated with your department. *Do not use another department’s printer unless they give you permission.