

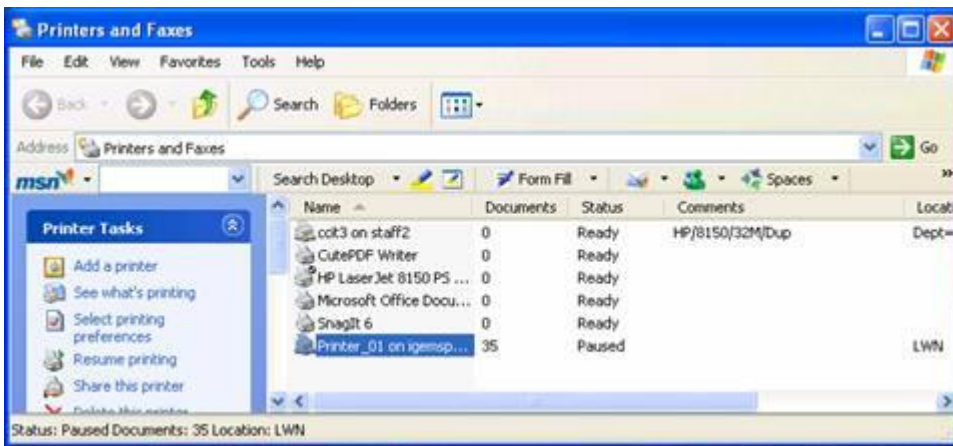
A. Instructions to add/check connection to library printers .

1) Click on the "Add Printers" icon on the Computer Desktop.



2) Click to 'Start' -> 'Printers and Faxes'.

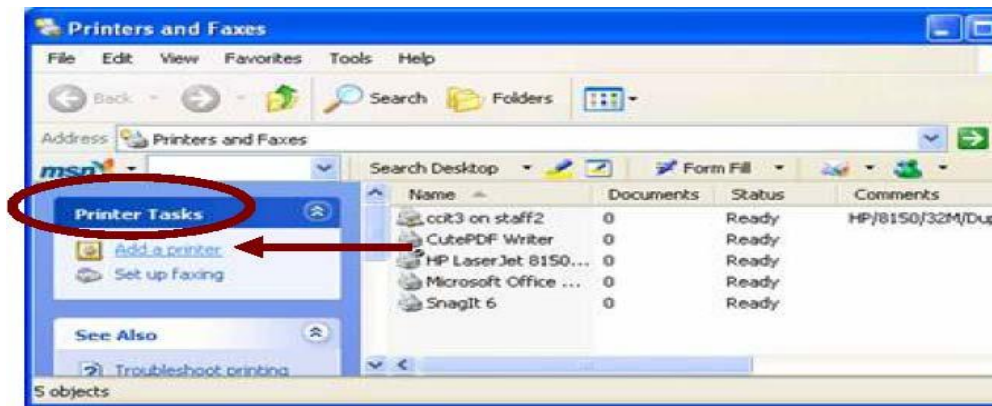
3) Check if printers are successfully added to your system (as shown below).



If there are no printers added, please follow the following instructions to manually add the printers.

B. Instructions for adding library printers (if Instruction A does not work)

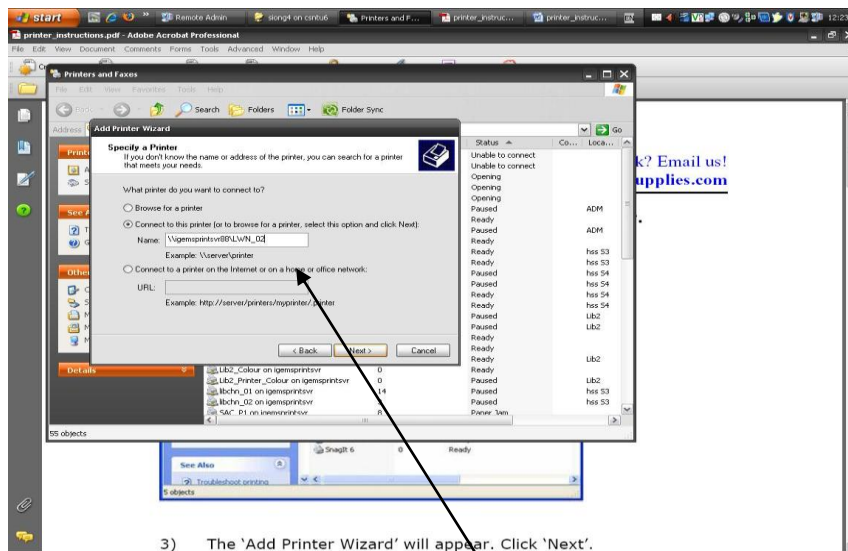
- 1) Click 'Start' -> 'Printers and Faxes'
- 2) Under 'Printer Tasks', select 'Add a printer'



- 3) When 'Add Printer Wizard' screen appears, click 'Next'.
- 4) Select 'A network printer, or a printer attached to another computer' button and click 'Next'.



- 5) Select 'Connect to this printer'.
- 6) Under 'Name', type in the printer queue correctly (as shown below) in order to print to the correct printer. Click 'Next' to continue.



3) The 'Add Printer Wizard' will appear. Click 'Next'.

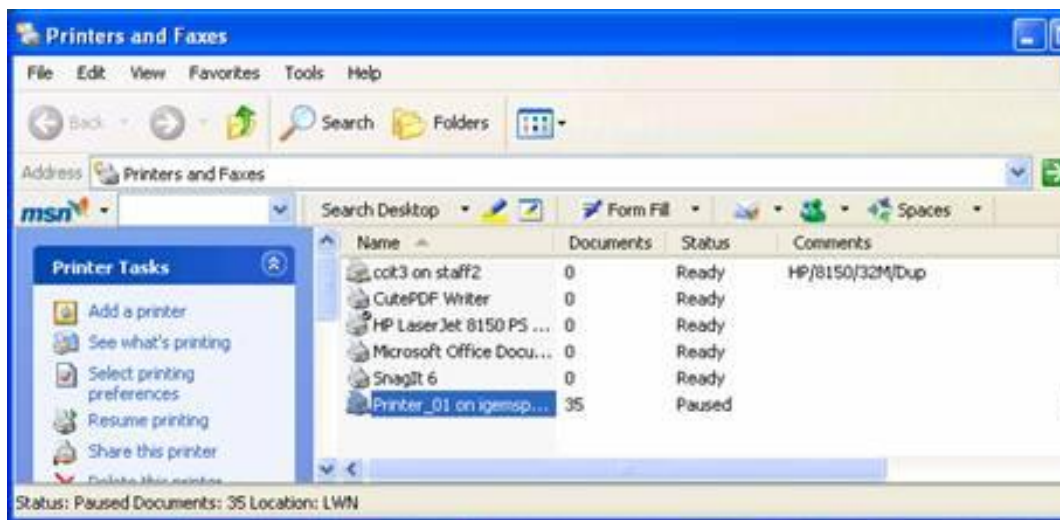
*** Type in \\igemsprintsrv88**

** If there is a prompt for username and password, user has to type in his NTU userid and password for authentication before installation can take place.*

- 7) Select 'Yes' button if you want this printer to be your default printer, otherwise select 'No' button (see below).
- 8) Click 'Next' follow by 'Finish' button.



9) The printer is successfully added to your system as shown below.



End of Document