1. Click Start, Settings, Printers, click on Add a printer.

2. Add Printer Wizard box will appear click Next

3. Select Network Printer and click Next
4. Click Browse to view the available network printers

5. Double click to open the Server workstation and select the correct printer eg HPLaserjet4000 click OK

6. The network path should reflect \server\hp4000 Click Next
7. Click Next

8. If the printer Name box appears add a name for your printer eg HP4000 and select Yes for the default printer. Click Next

9. Click Finish.