

For Windows XP

To add a printer click "Start", then "Run".

In the dialog box type "[\\lhs-prntserv-01](#)" and click "OK".

You will see a list of printers; double click the printer you want to print to.

If you don't see the printer you want type "\\lhs-prntserv-01" and click "OK"

You can click the "View" at the top, and then select "Details" to see a better view of the printers.

For Windows 7

Click the "Start" icon then, in the text dialog box just above the "Start" icon, type:

"[\\lhs-prntserv-01](#)" and click "OK".

You will see a list of printers; double click the printer you want to print to.

To set the default printer just right click the printer and select "Set as default printer".