Adding a University printer to your Windows XP PC

*Please note:* If you are not on a University Managed computer then you will need to have downloaded the printer driver from the secure downloads site.

https://isecure.bath.ac.uk/securedownloads/Default.aspx

1. Click **Start** then **Printer and Faxes**

2. Double-click **Add a printer**
3. On the Add Printer Wizard screen click 'Next'

4. Choose "A network printer..." then click Next
Choose "Connect to this printer", and enter: \\myprint.campus.bath.ac.uk\PostScript
Then Click 'Next'

Choose whether you want the printer to be your default or not, and click 'Next'.

Add Printer Wizard

Default Printer
Your computer will always send documents to the default printer unless you specify otherwise.

Do you want to use this printer as the default printer?

- [ ] Yes
- [ ] No

7. You may be asked to Install a driver. In this case, click the Browse button and browse to the folder where you extracted the printer drivers.

8. Select the Canon PCL6 printer and click OK or Next

9. The Successfully Added… dialog appears. Click Next.

10. You may be asked to enter your Username if so please enter CAMPUS\ before your username in the username box, and enter your University password, then Click 'OK'

11. Click finish to complete adding the printer.
You should now be able to print to the library printer "\MyPrint\General" from your PC.