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 screen click '**Next**'
4. Choose "**A network printer...**" then click **Next**
5. Choose "**Connect to this printer**", and enter:
   \myprint.campus.bath.ac.uk\PostScript
   Then Click 'Next'
   
   If you find the General print queue does not print your document as expected you can try adding this print queue:
   \myprint.campus.bath.ac.uk\PostScript

6. 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.

7. Select the **Canon PCL6** printer and click OK or Next

8. The **Successfully Added...** dialog appears. Click **Next**.

9. Choose whether you want the printer to be your default or not, and 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.