How To Add Faculty Lab Printer on an XP Computer

After the teacher’s station has auto logged on and you have logged on as yourself to the computer, follow the directions below to add the faculty printer that will allow you to print in the lab.

Start Button > Printers and Faxes

On Right Menu > Choose Add Printer
Welcome to Add Printer Wizard > Click Next

Choose “A network printer, or a printer attached to another computer” > Click Next.
Choose “Connect to this printer.” In the Name field type the following: `\goprint1\` After typing in the above, you will see a drop down menu, choose the printer that corresponds to the lab you are teaching in that ends in -Faculty. The Faculty printer will not charge you for printing.

You can choose the printer to be the default.