Purpose: This procedure describes how to add network printers to Windows XP machines.

Step 1 Log on to the computer with your UQ username and password

Step 2 Click the Start Menu, Then click Run

Step 3 Type `\uqprint01` into the “Open Box” and click “OK”
Step 4  After a few seconds you will see a large list of Icons in a new windows, These are all the printers.

Step 5  Browse through until you find the correct printer in this case “HRD-Konica-C452” This is the colour printer in C11a

Step 6  Right Click once on the printer you choose, Then click “Connect”
Step 7  The computer will now Install the Printer

Step 8  Click the Start Menu again and click on “Printers and Faxes”

Step 9  Click on the printer you have just added
OPTIONAL

Step 10 Right click the printer you have added and then click “Set as Default” if you wish to have this as your Main printer.