

## INSTRUCTIONS TO LOAD PRINTER FOR LAB 401

1. Exit current print screen
2. Click on “Start” button  
(bottom left corner)
3. Open Microsoft Word
4. Click on “File” and “Print”
5. Click on the rectangular box  
below the word “**Printer**”
6. Click on “add printer”
7. In the name box type one of  
the following:
  - a. bhslibrary (library black  
& white printer)
8. Click “find now” button
9. Double click on printer  
address in “Search results”
10. Start process over for  
additional printers