

4. In the first screen of the Add Printer Wizard, make sure the My Computer option button is selected, and then choose Next>.
5. Select a port, and then choose Next>.
6. In the Manufacturers list box, make the appropriate selection.
7. In the Printers list box, select the printer, and then choose Next>.
8. In the Printer name text box, type the printer name.
9. Select the Yes or the No option button to specify whether this printer will be the default printer, and then choose Next>.
10. Make sure the Not Shared option button is selected, and then choose Next>.
11. Select the Yes option button to print a test page or the No option button to skip this step, and then choose Finish.
12. If necessary, insert the Windows NT CD-ROM in your CD-ROM drive, and then choose OK.

**To delete a printer:**

1. In the Printers folder, select the icon for the printer to delete.
2. Press DELETE  
or
2. From the File menu, choose Delete.
3. In the Printers dialog box, choose Yes to confirm the deletion.

**To open a printer window:**

1. Open the Printers folder.
2. Double-click the icon for the desired printer.

**To manage your print jobs in the printer window:**

1. Right-click the desired print job.
2. From the shortcut menu, choose the desired command.

**To connect to an installed network printer:**

1. In the Printers folder, double-click the Add Printer icon.
2. In the first screen of the Add Printer Wizard, select the Network printer server option button, and then choose Next>.
3. In the Connect to Printer dialog box, in the Shared Printers list box, select a network printer, and then choose OK.