1. Open Internet Explorer browser.
2. Click on **TOOLS >> INTERNET OPTIONS** (shortcut key: Alt+T+O)
3. At the Internet Options window, click **CONNECTIONS >> LAN SETTINGS**.
4. Uncheck “**AUTOMATICALLY DETECT SETTINGS**”.
5. Check the “**USE A PROXY SERVER..**”
6. At the address bar type: **PROXYSERVER**, then port bar: **8080**
7. Check the “**BYPASS PROXY SERVER..**” then click OK.
8. Enter any search engine (Google or Yahoo) or type the address of the site that you need to visit to test the connection.

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**HOW TO ADD PRINTER IN MS OFFICE/ IE**

1. Open any Microsoft Office (Word, Excel, PPT) applications or Internet Explorer browser.
2. For MS Office Applications, click **MICROSOFT LOGO >> PRINT >> PRINT >> FIND PRINTER**; For Internet Explorer, click the down arrow beside the **PRINTER ICON >> PRINT >> FIND PRINTER** (or use shortcut key: Ctrl + P) (refer to the images above and on the left for details)
3. Type **PTR-LIBSTD** and then click **FIND PRINTER**.
4. Select the **PTR-LIBSTD** and click OK (or double clicking will do)
5. The new printer name (**PTR-LIBSTD**) should now appear on the Print Menu.
6. Click **OK** to start printing.