HOW TO ADD A PRINTER

Click on ‘START’, then click on ‘Printers and Faxes’.

Click on ‘Add a Printer’.
Click on ‘Next’.

Make sure the ‘Network Printer’ radio button is selected. Then click on ‘Next’.

Click on ‘Next’.
In the ‘Find Printers’ window, click on the ‘Find Now’ button.

This will create a list of all available printers. Scroll down in the list to find the name of the printer you wish to add. Click on the name to highlight it, then click the ‘OK’ button.
Decide if you would like the newly added printer to be your default printer and click on the appropriate radio button.

Then click on ‘Next’.

Click on ‘Finish’ to complete the new printer setup.