

check. Network printing can be like that. If someone sends a two-hour print job to the printer before you send your half-page memo, you have to wait.

» **You may have access to a local printer and several network printers.**

Before you were forced to use the network, your computer probably had just one printer attached to it. You may want to print some documents on your cheap (oops, I mean *local*) inkjet printer but use the network laser printer for important stuff. To do that, you have to find out how to use your programs' functions for switching printers.

Adding a network printer

Before you can print to a network printer, you have to configure your computer to access the network printer that you want to use. From the Start menu, open the Control Panel and then double-click the Printers icon. If your computer is already configured to work with a network printer, an icon for the network printer appears in the Printers folder. You can tell a network printer from a local printer by the shape of the printer icon. Network printer icons have a pipe attached to the bottom of the printer.

If you don't have a network printer configured for your computer, you can add one by using the Add Printer Wizard. Just follow these steps:

1. Open the Control Panel.

- *Windows 7 or earlier:* Choose Start ⇨ Control Panel.
- *Windows 8 and later:* Press the Windows key, type **Control**, and then click the Control Panel icon.

2. Click Devices and Printers.

3. Click the Add a Printer button on the toolbar.

This step starts the Add Printer Wizard, as shown in Figure 3-7.

4. Click the printer you want to use.



TIP

If you can't find the printer you want to use, ask your network administrator for the printer's *UNC path*, which is the name used to identify the printer on the network, or its IP address. Then click The Printer That I Want Isn't Listed and enter the UNC or IP address for the printer when prompted.

5. Click Next to add the printer.

The wizard copies to your computer the correct printer driver for the network printer. (You may be prompted to confirm that you want to add the driver. If so, click Install Driver to proceed.)