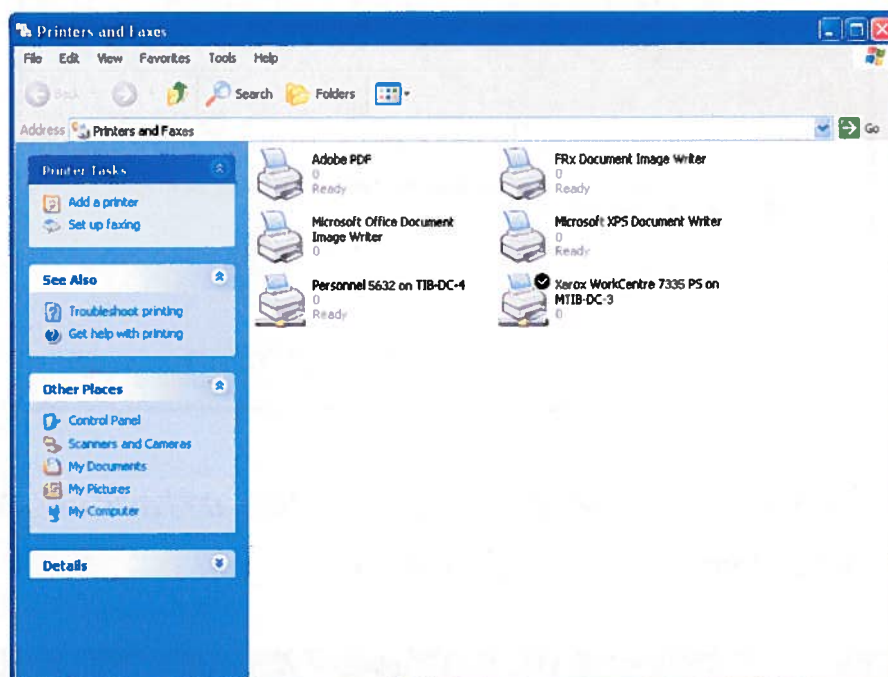


Adding a printer to your workstation

Click Start / (Settings, if listed) / Printers and Faxes



Click on *Add a Printer* (on left panel)



Click Next


Add Printer Wizard

Local or Network Printer
The wizard needs to know which type of printer to set up.

Select the option that describes the printer you want to use:

☐ Local printer attached to this computer
☒ Automatically detect and install my Plug and Play printer

☒ A network printer, or a printer attached to another computer

 To set up a network printer that is not attached to a print server, use the "Local printer" option.

< Back Next > Cancel

*Click on **A Network Printer or a printer attached to another computer**, then click **Next***

Add Printer Wizard

Specify a Printer
If you don't know the name or address of the printer, you can search for a printer that meets your needs.

What printer do you want to connect to?

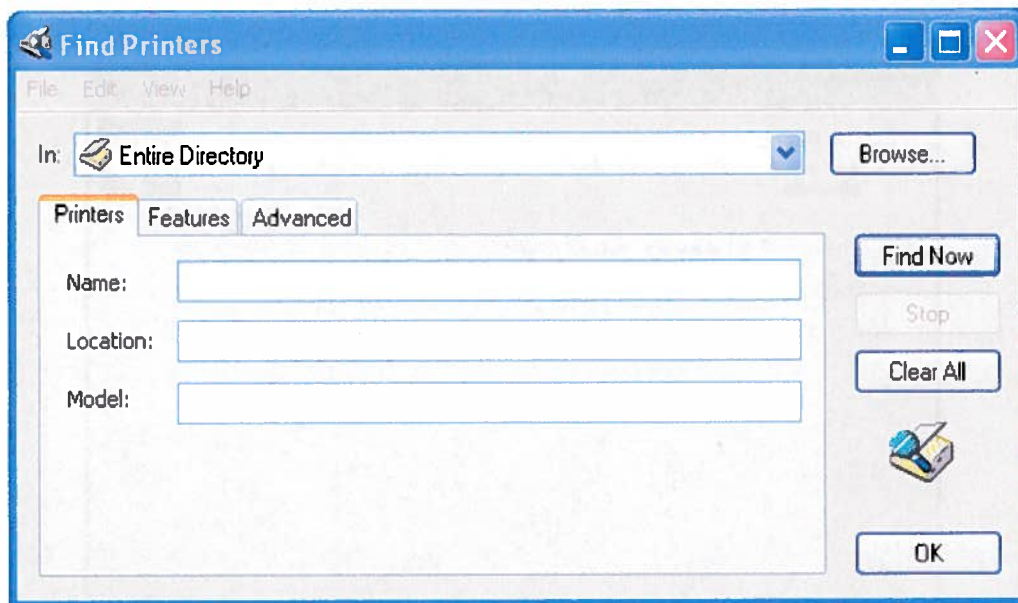
☒ Find a printer in the directory

☐ Connect to this printer (or to browse for a printer, select this option and click Next):
Name:
Example: \\server\printer

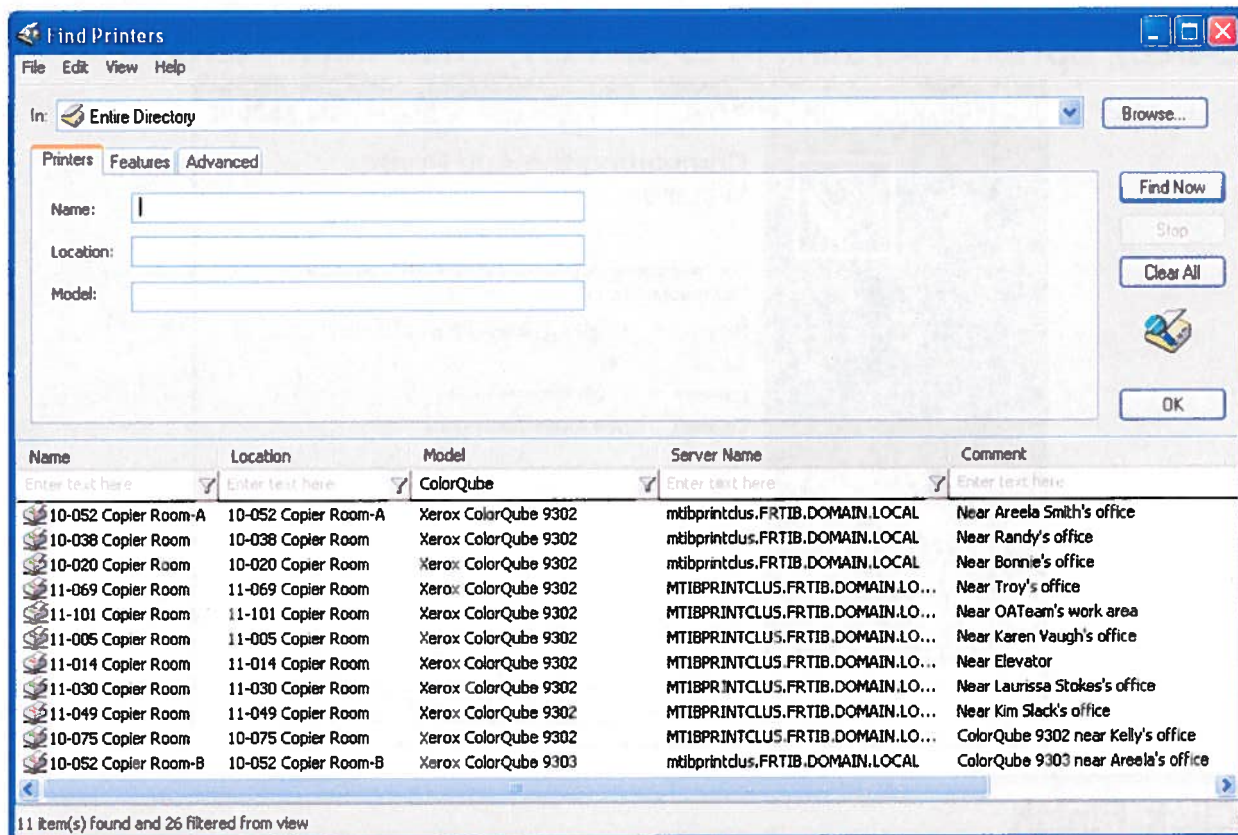
☐ Connect to a printer on the Internet or on a home or office network:
URL:
Example: http://server/printers/myprinter/.printer

< Back Next > Cancel

*Click on **Find a printer in the directory**. Then Click **Next***

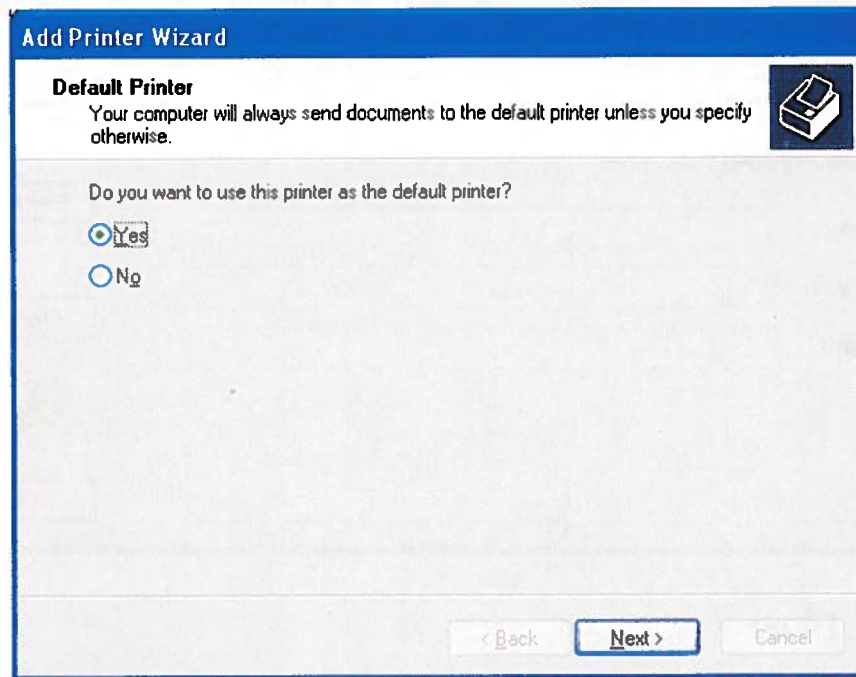


Click Find Now



Immediately you'll see a list of available print queues;
select the print queue you desire.

Click Next



Select option (default? Yes or No), then click Next



Click Finish

