Printer Installation through Native or pre-installed drivers

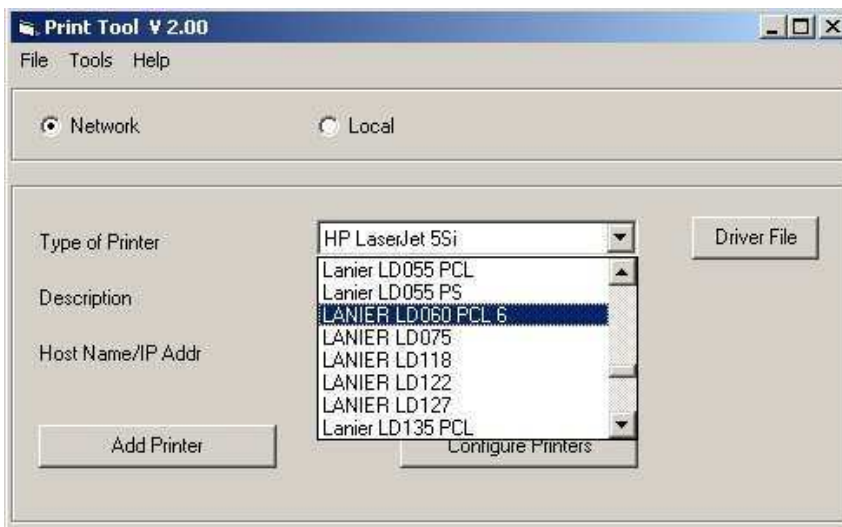1. Navigate to **Start** > **All Programs** > **Tools** > **ZFS Global Print Tool 2.3 XL**

   Note:

    if the ZFS Global Print Tool is not listed there, simply install it via BMC Tuner: http://bpower.zurich2.com:5282/ZFS/Current/Zurich/GlobalPrinterTool/R2/ZFS-ENGGlobalPrinterTool-2.3-UKG
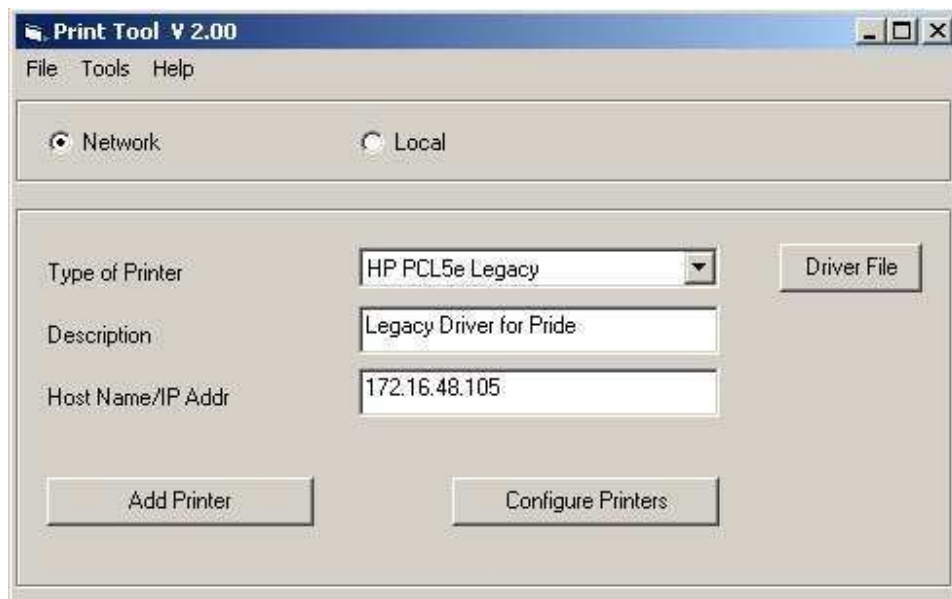
   UK Note: if some drivers are missing, check this additional driver pack is installed: http://bpower.zurich2.com:5282/ZFS/Current/Zurich/UKPrinterDriverPack/ZIC-ENGUKPrinterDriverPack-2.8-UKG

2. Select either **Network** or **Local**

3. Click the down arrow to find your printer model and preferred driver, then click the **Add Printer** button
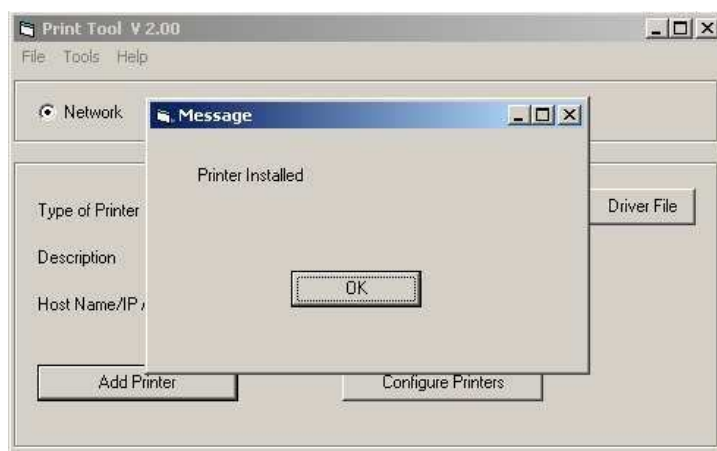

4. Enter a **Description**(optional) and the **IP address or hostname**(mandatory) for the printer and click on the button **Add Printer.**

5. A couple of minutes after clicking the Add Printer button you should receive the notice that the printer has been added. Click **OK**

6. You are then given the opportunity to set it as your default.