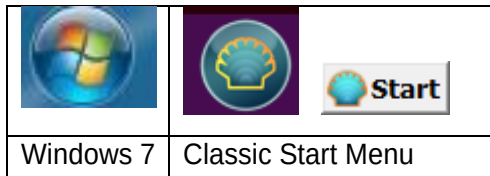


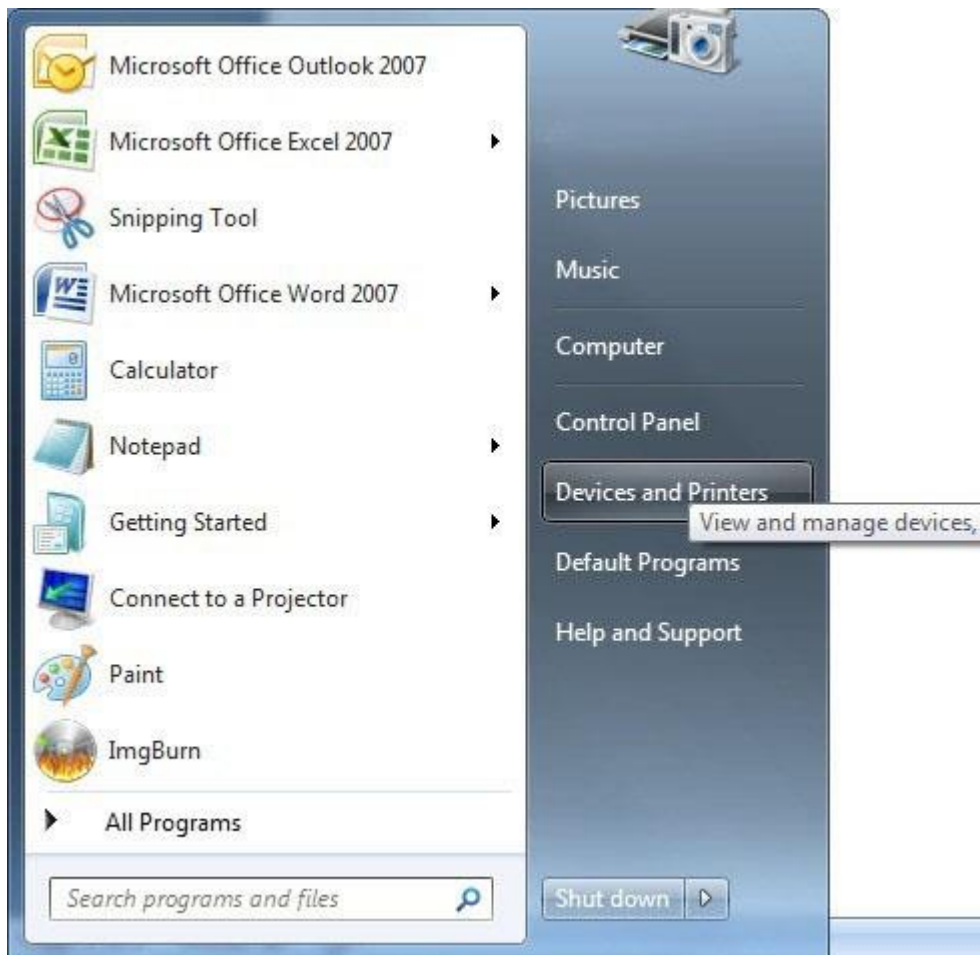
Installing a Network Printer

USED FOR **Windows 7 / Classic Start Menu on Windows 10:** Look at 2 to know if you need this version of the notes. If not, Look BELOW!

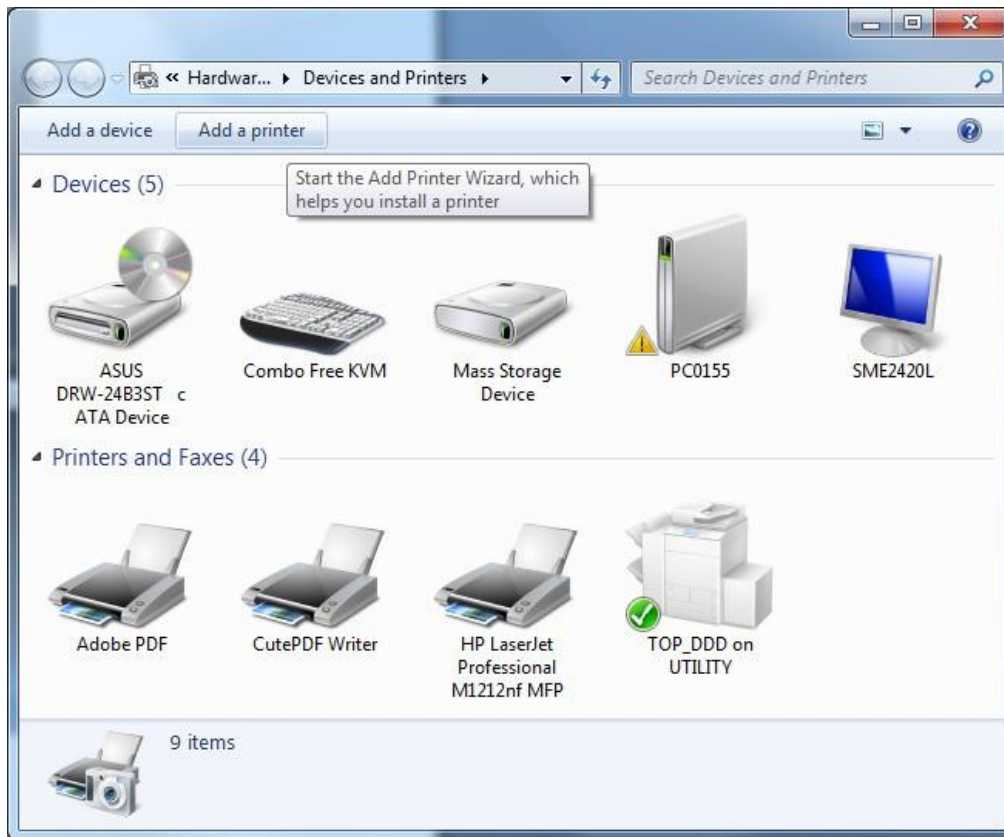
1. You must know the name of the printer you are going to install.
2. Click the start menu button - Look for these icons on the bottom left:



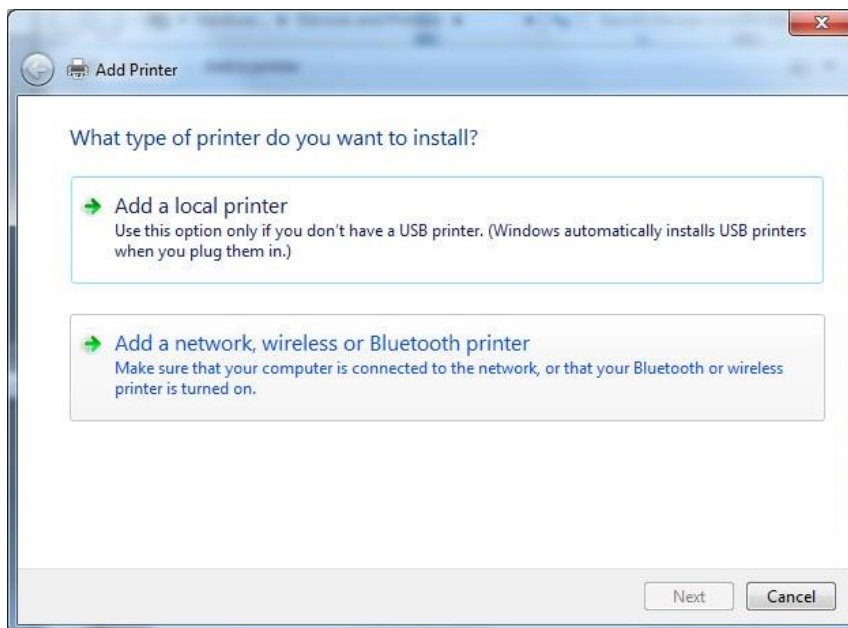
3. Click Devices and Printers



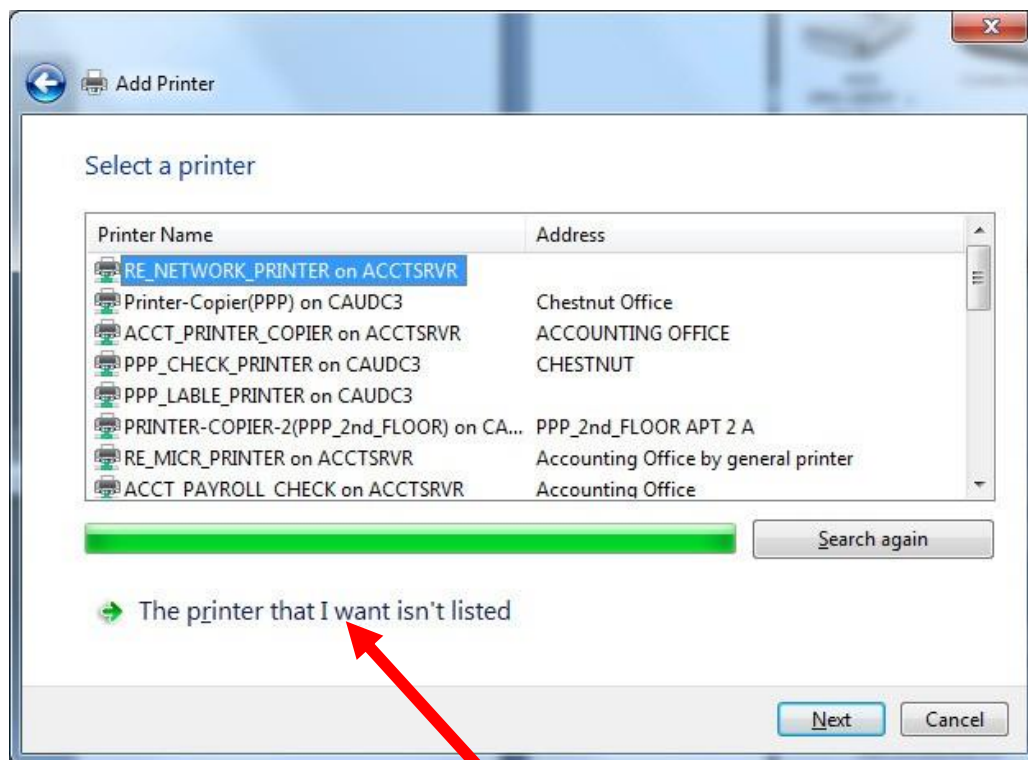
4. Click on Add a printer



5. Click Add a Network, wireless, or Bluetooth printer



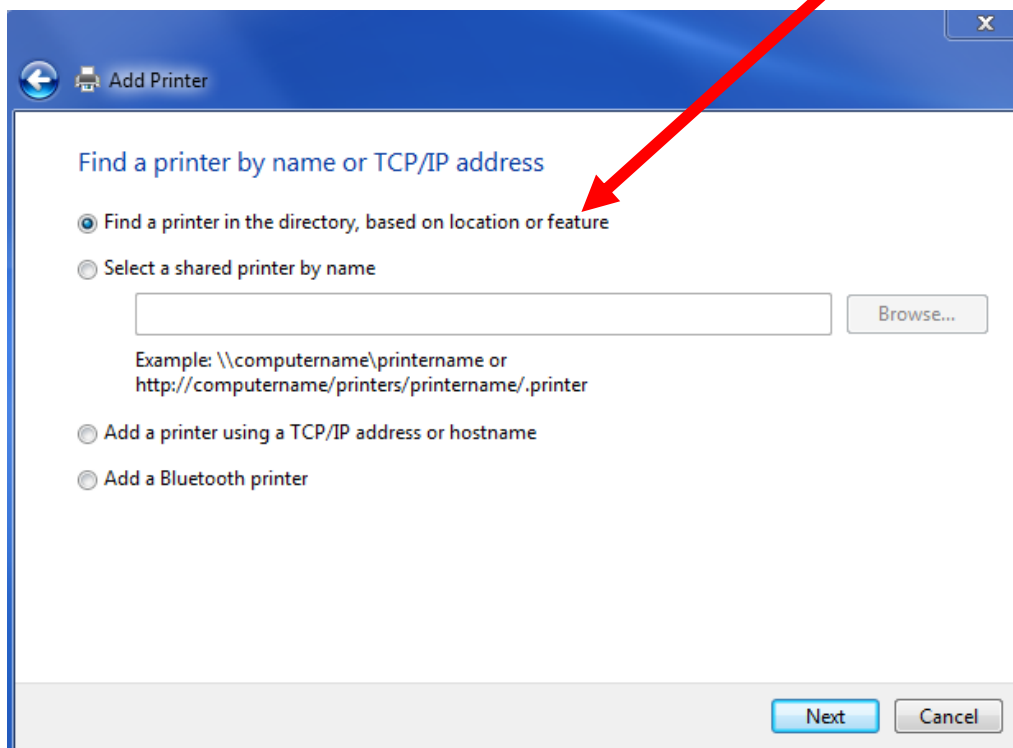
6. Highlight the printer of your choice by clicking it



7. *if your printer isn't listed:*

A: click, The Printer that I want isn't listed.

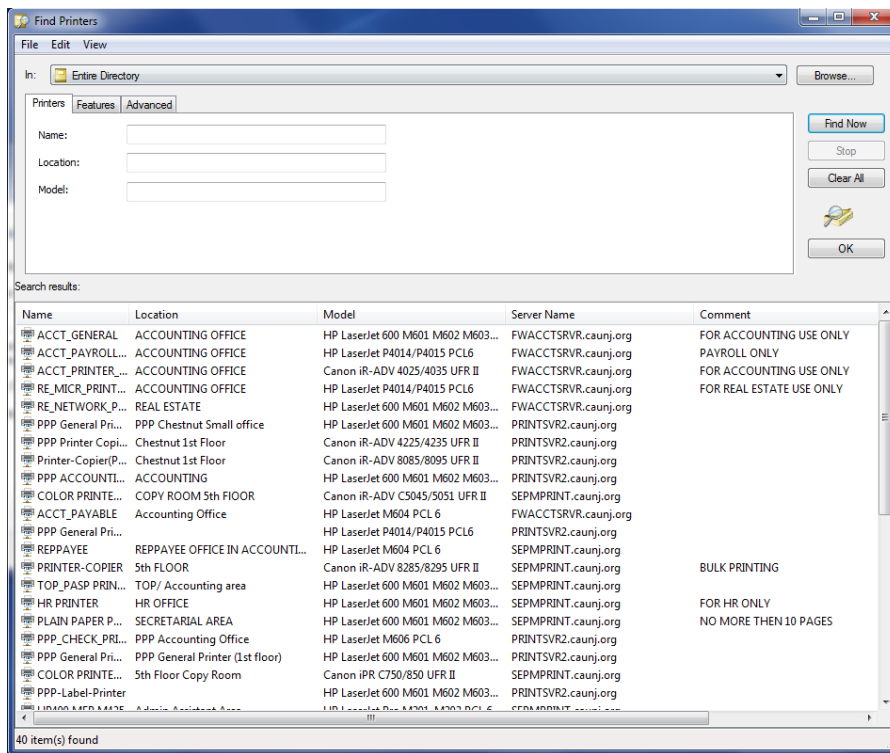
B: click, Find a printer in the directory, based on location or feature (This may look a bit different in your version)



8. Up comes a longer menu that you can find your printer on.

A: highlight the printer

B: Click OK



9. Click Next

10. Windows will begin installing the printer and loading the drivers

11. Once your printer has been installed print a test page to be sure your printer is working properly.

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.



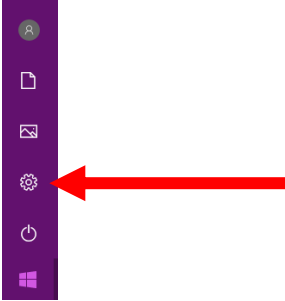
Installing a Network Printer

USED FOR Windows 10:

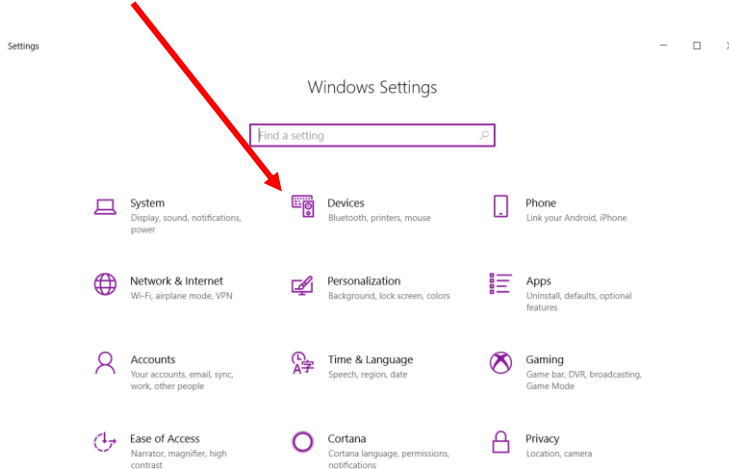
1. You must know the name of the printer you are going to install.
2. Click the start menu button



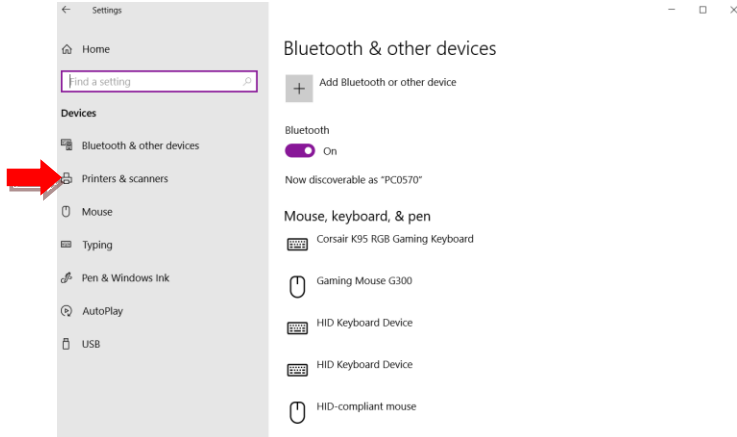
3. Next select the icon that looks like a gear. It should be located to the left of your screen



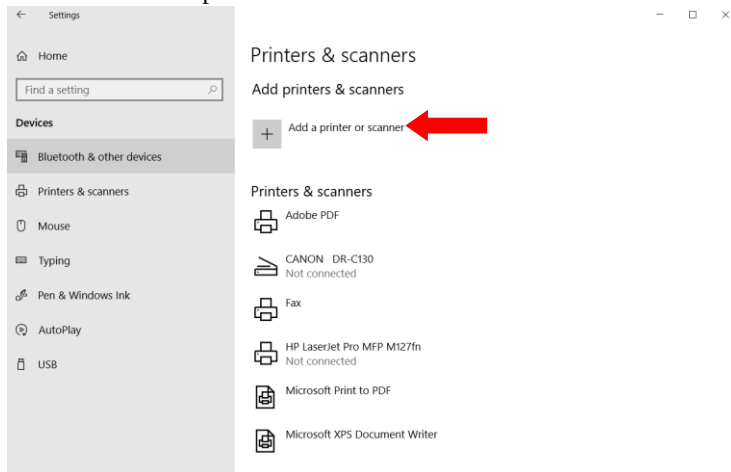
4. You'll come to Windows 10's windows settings menu.
5. Click Devices



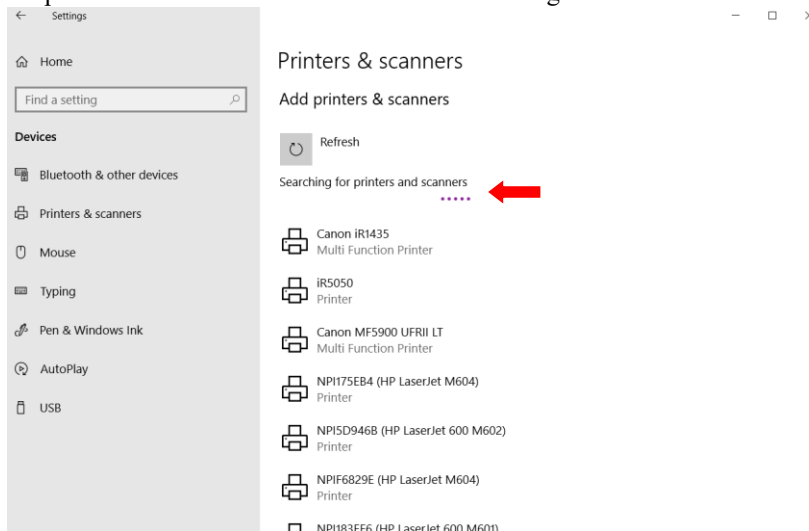
6. The next screen that comes up depends on what is in your computer. Look for Printers & scanners. Click Printers & Scanners



4. Click on Add a printer or scanner



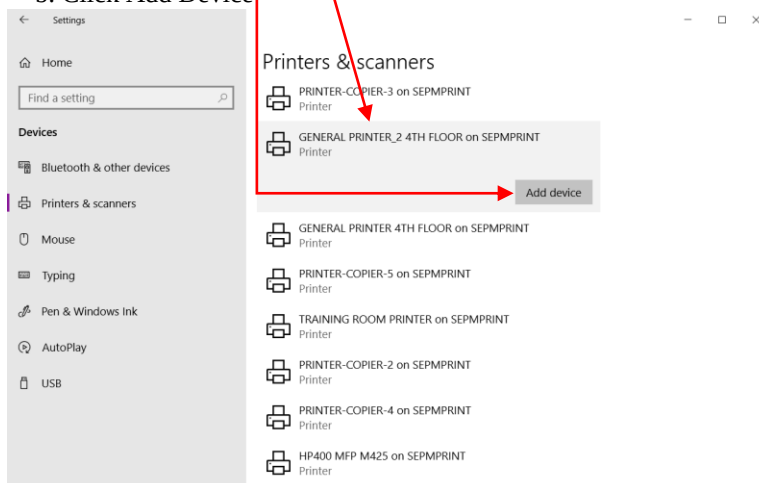
5. When you do this, Windows will search for printers around you and bring up a list of available printers. You'll see Searching for printers and scanners while this is occurring.



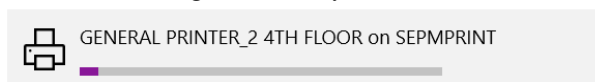
6a. If the printer you want to add appears in the list...

a. Click on the printer's name.

b. Click Add Device

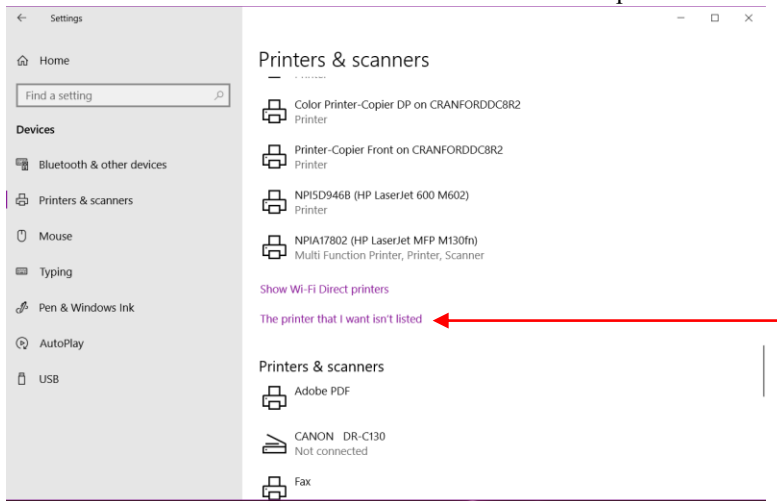


c. After clicking add device you'll see the installer begin (looks like below)

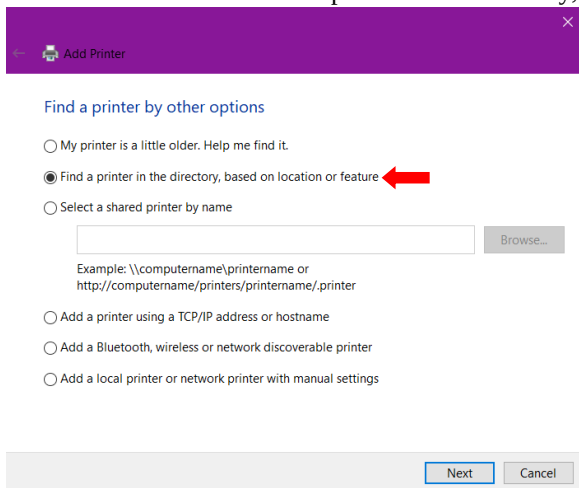


6b. If the printer you want to add is **NOT** in the list...

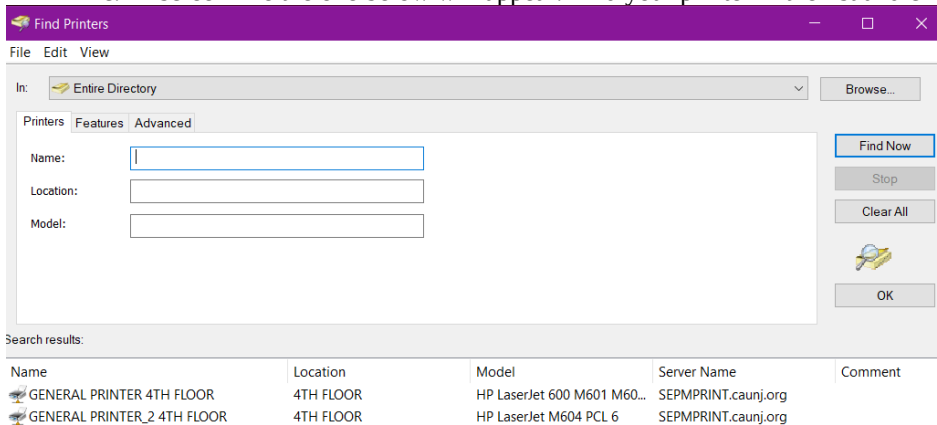
a. You'll need to scroll down and look for "The printer that I want isn't listed"



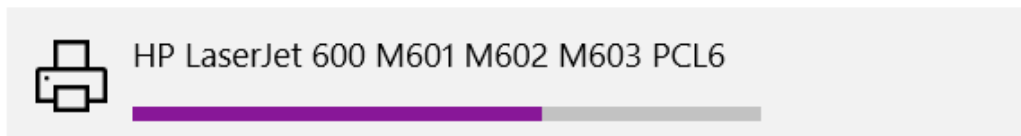
b. Then select Find a printer in the directory, based on location or feature



c. A screen like the one below will appear. Find your printer in the list and click it and click OK



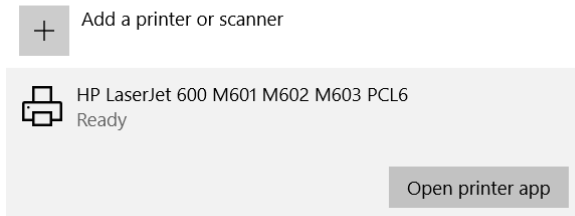
d. The printer begins installing.



7. After installing the printer you'll see the image below:

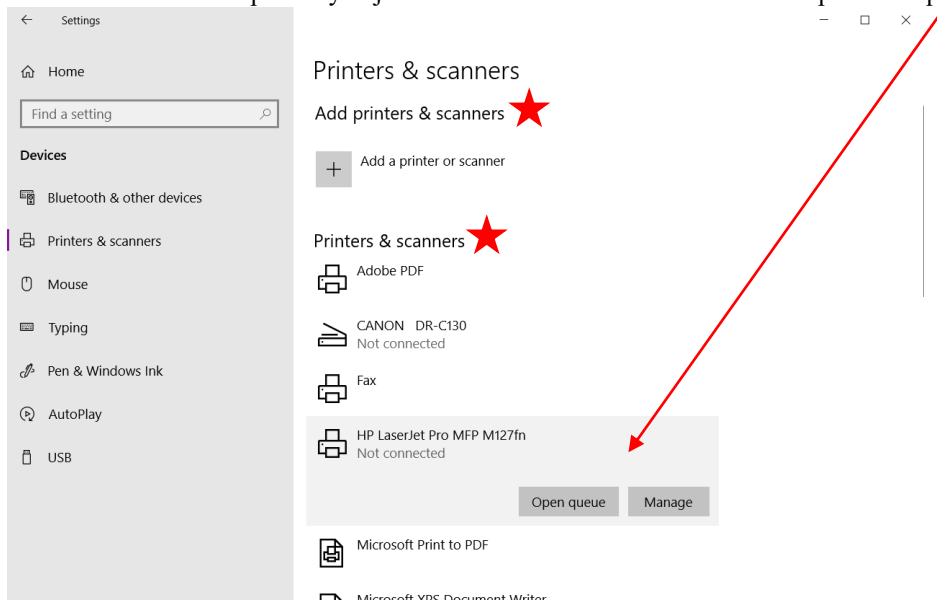
- Notice that the name of the printer is changed. This isn't a problem... just something to note. (It gets the name from the printer driver and not the network name)
- If you click Open printer app, you'll get the printer's software. You can ignore this.

Add printers & scanners



8. (Optional) Please notice two different areas of the printer & scanner page

- one area says: Add printers & scanners. The other says just printers & scanners!
- After installing the printer, you can ignore the Add printers & scanners section.
- Look for the new printer you just installed and click it. You'll see the option to Open queue or Manage.



9. (Optional) you can click Manage from above and you'll get the menu below.

- click Print a test page to test your printer!

