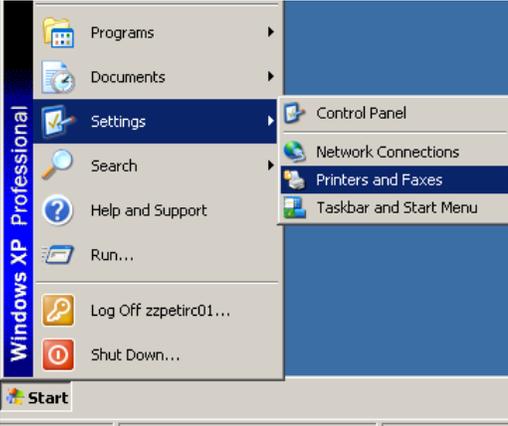
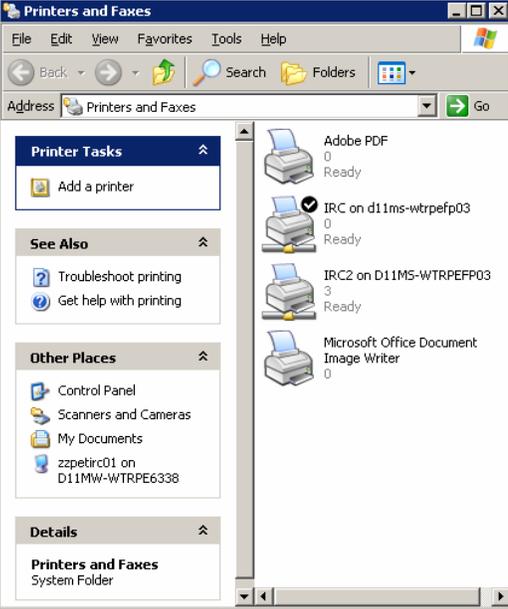
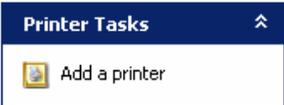


Adding a Network Printer

Connect to a Printer This job aid will show you how to connect to a network printer and change your default printer settings.

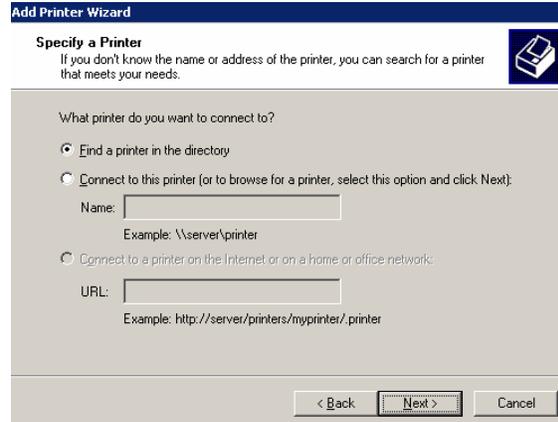
Step	Action
1.	<p>Click the Start button >> select Settings >> click Printers and Faxes</p> 
2.	<p>A window will open displaying currently installed printers on the right.</p> 
3.	<p>Click the Add a Printer icon in Printer Tasks box in top left panel.</p> 
4.	<p>The Add Printer Wizard will open in a new window. Click Next button twice</p>
5.	

If...

You want to browse for the printer you wish to connect to...

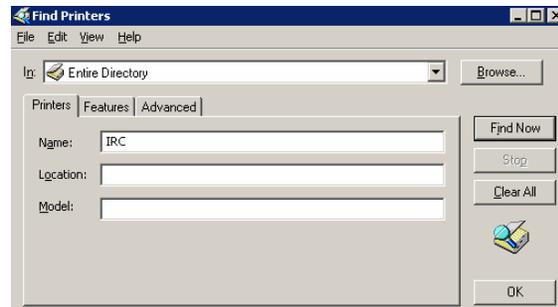
Then.

- A. Select **Find a printer in the directory.**
- B. Click **Next**



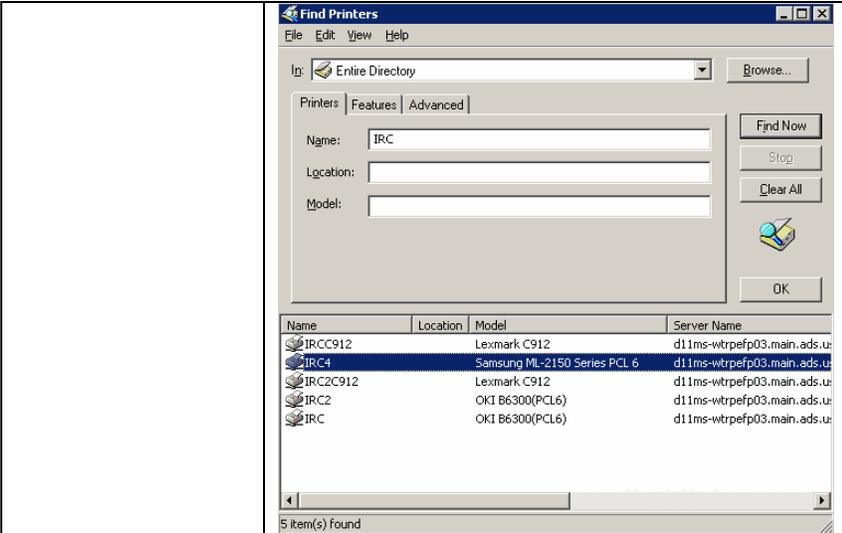
- C. Type the name of the printer (or a short string of letters that should be part of the name) in the **Name** textbox (usually found on a label on the front of the actual printer).

In this Example we typed 'IRC' to search for all the printers that include IRC in their names.



- D. Click **Find Now** button
- E. From the resulting list, select the Printer name that is accessible to you in the area you are working. In the Example below we have selected the 'IRC4' printer which is located in the IRC Satellite.

OR
...



- F. Click the **OK** button
- G. Go to **Step 6**

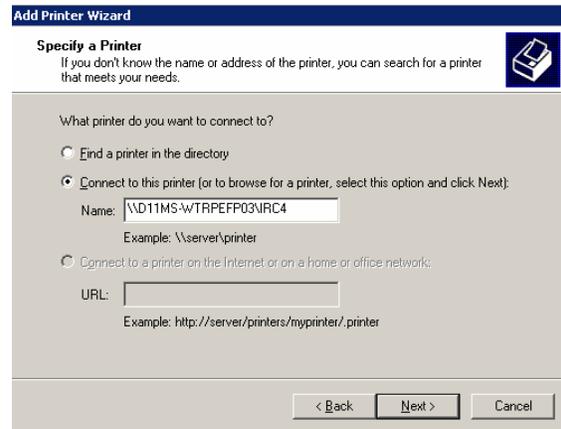
You know the server location and name of the printer you want to connect to...

- A. Click the **Connect to this printer** option
- B. **Type in the name** of the Server and Printer under the **MAIN** Domain, using the suggested format.

[\\ServerName\PrinterName](#)

Example below uses:

[\\D11MS-WTRPEFP03\IRC4](#)



- C. Click **Next**.
- D. Go to **Step 6**

6.	<table border="1"><thead><tr><th data-bbox="548 220 1062 323">Default Printer If...</th><th data-bbox="1062 220 1395 323">Then.</th></tr></thead><tbody><tr><td data-bbox="548 323 1062 441">You want this to be your default printer OR it is the only printer you will be using...</td><td data-bbox="1062 323 1395 441">Select Yes to set as default.</td></tr><tr><td data-bbox="548 441 1062 558">You do not want this to be your default printer OR you are connected to other printers...</td><td data-bbox="1062 441 1395 558">Select No to set as default.</td></tr></tbody></table>	Default Printer If...	Then.	You want this to be your default printer OR it is the only printer you will be using...	Select Yes to set as default.	You do not want this to be your default printer OR you are connected to other printers...	Select No to set as default.
Default Printer If...	Then.						
You want this to be your default printer OR it is the only printer you will be using...	Select Yes to set as default.						
You do not want this to be your default printer OR you are connected to other printers...	Select No to set as default.						
7.	Click Next >> click Finish						