

In order to print to a network printer, that printer has to be manually added to the computer from which you wish to print. Below are the instructions for adding a printer to a computer.

1. Click on the **start** button which is found at the extreme lower left of your computer display.
2. Click on the **Printers and Faxes** button which is found about 2/3 of the way down the right hand column.
3. You should now see a window showing all the printers that have been added to your computer up until now. Click on the **Add a printer** button at the top of the blue column found at the left of the Printers and Faxes window. This will start the Add Printer Wizard.
4. Click on the **Next** button.
5. Make sure the circle next to “**A network printer, or a printer attached to another computer**” has a dot in it. If not, then click on that circle. Click on the **Next** button.
6. Made sure the circle next to “**Find a printer in the directory**” has a dot in it. If not, then click on that circle. Click on the **Next** button.
7. When the next window pops up, click on the **Find Now** button which is the second button down on the right hand side of the window. This should cause a window to open up at the bottom of the current window. This new window lists all the active printers on our network.
8. Find the printer you want to add to your computer. You may have to scroll down to find the printer you’re looking for. Click on this printer. Then click on the **OK** button which is the fifth button found down the right hand side of the window.
9. After a brief moment you’ll see a new window pop up asking you if you want to use this new printer as your default printer. If this is the printer you plan on using the most, you would want to select **Yes**, otherwise select **No**. Click on the **Next** button.
10. Click on the **Finish** button.
11. You have now added the new printer to your computer. Click on the red X found at the top right of the Printers and Faxes window.
12. The new printer will now appear in the list of available printers whenever you go to print anything.