



# Adding Printers

User Guide (v1.0 – January 2008)

M. Bampton (mbampton@sd6.bc.ca)

## Introduction

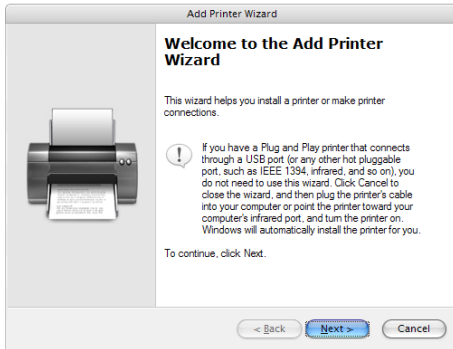
This guide will show you how to add printers.

## Starting the Add Printer Wizard

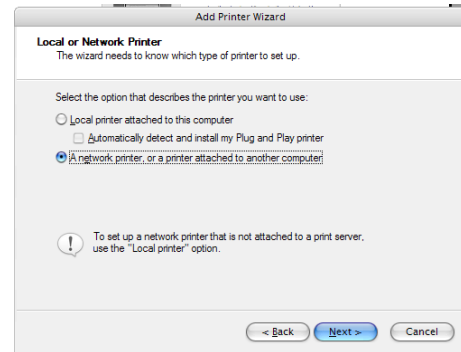
- 1) Click on the start button and go to **Settings**, then **Control Panel** or if you have a two column Start Menu just go to **Control Panel**.
- 2) Find Printers in the list, go to either **Printers and Faxes** or **Printers and Other Hardware** depending on your list.
- 3) Click or double click on **Add a Printer**.

# Adding a Printer

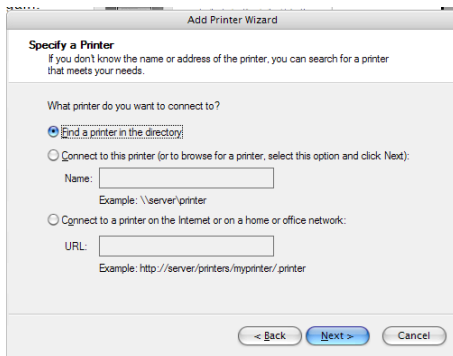
1) Click **Next** to start the **Add Printer Wizard**.



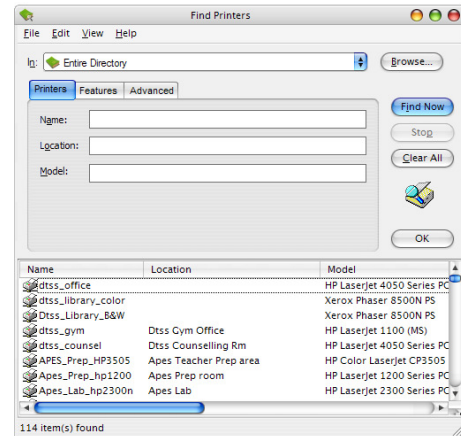
2) Make sure **A network Printer...** is selected and click **Next** again.



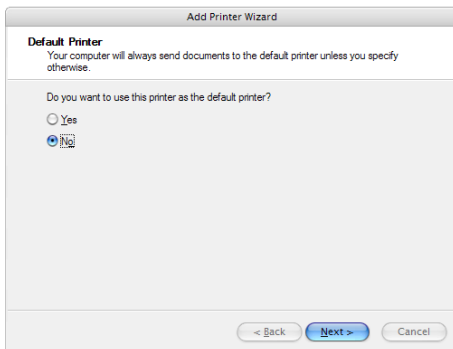
3) Make sure **Find a printer...** is selected and click **Next** again.



4) Click on **Browse**, select a printer from the list and click **Okay**.



5) Choose if you want to set the printer as your default and click **Next**.



6) Click on **Next** to finish.

