

STEP-BY-STEP: Adding a Network Printer



To Add a Network Printer:

1. Click on “start” menu.
2. Click on “Printers and Faxes” (right hand column).
3. Click on “Add a printer” (on the left hand column).
4. The Add a Printer Wizard will display. Click on “Next”
5. Click on “A network printer”
6. Click on “Next”
7. Click on “Find a printer in the directory”
8. Click on “Next”
9. In the Name field type your location’s two letter acronym (AL, BO, NO, SO, BC, DT, BP, HB, WC, WH)
10. Click on “Find Now”
11. Click on “Location” to sort the printers by their location on campus
12. Select the printer you wish to connect
13. Click on “Ok”
14. Select whether or not you want the printer to be your default printer
15. Click on “Next”
16. Review the last page and click on “Finish”
17. This printer will no display in all Print Dialog and Windows

This Step-by-Step is designed to be used along with the Talkin’ Tech-torial video, <http://webdev.ccac.edu/talkin/techtutorials/default.htm#printer> .

Use these links to access:

- All Talkin’ Tech-torials: <http://webdev.ccac.edu/talkin/techtutorials>.
- Index of Talkin’ Tech pages: <http://www.ccac.edu/default.aspx?id=139083>.
- ITS Website: <http://www.ccac.edu/default.aspx?id=138088>.