

How To

Add A Printer To A Windows Machine

1.0 Before You Begin

This document describes how you add a new printer a machine running with Windows XP/Vista/7.

2.0 Add A Printer

1. At the bottom left of your screen, click on **Start > Settings > Printers And Faxes**. A new window will appear.
2. At the upper left corner of the new window, click on **Add a printer**.
3. A new window will appear which tells you that it will guide you through the process of adding a new printer. Click on **Next**.
4. Select the option **A network printer, or a printer attached to another computer**. Click **Next**.
5. Select the option **Find a printer in the directory**. Click **Next**.
6. A new window will appear which allows you to search for the printer you would like to add. Simply click the **Find now** button, and all available printers will be listed. Select the printer you would like to add to your machine and click **OK**.
7. The printer will now be added to your machine. If this is not the first printer you add to your machine, you will be asked whether this should be the default printer. Choose **Yes** or **No** depending on your own preferences and click **Next**.
8. The printer has now been added to your machine.