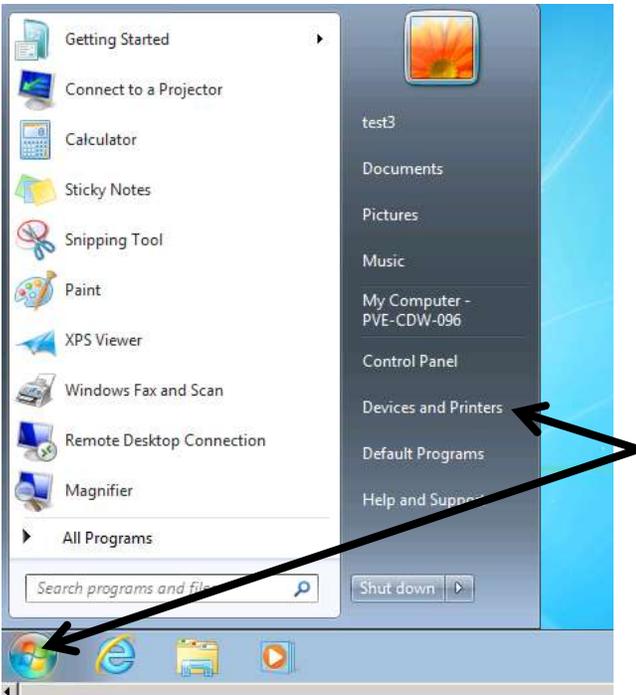


## Adding a Network Printer on Windows 7

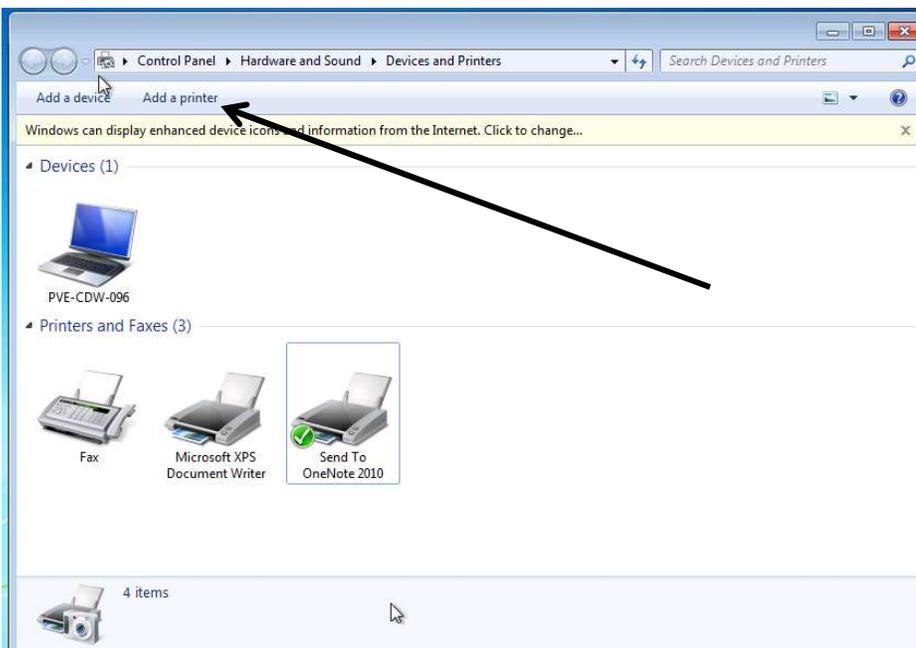
To Add a Network printer on Window 10 - See Page 5



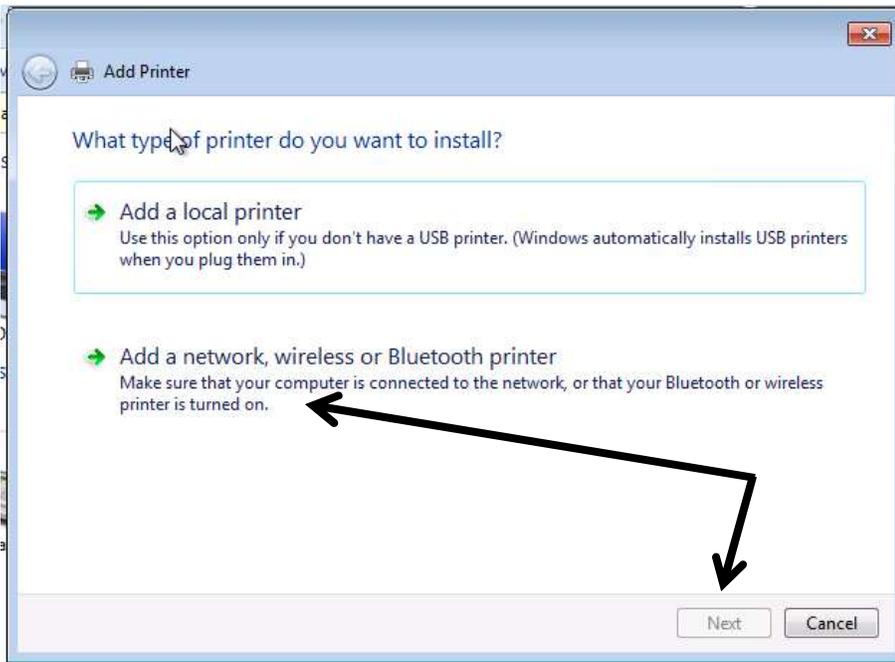
Use your PPSD Credentials  
logon to the computer

Once at your desktop, located  
on the bottom left hand side of  
your desktop Click on **START**  
**BUTTON**

Click on **DEVICES AND PRINTERS**

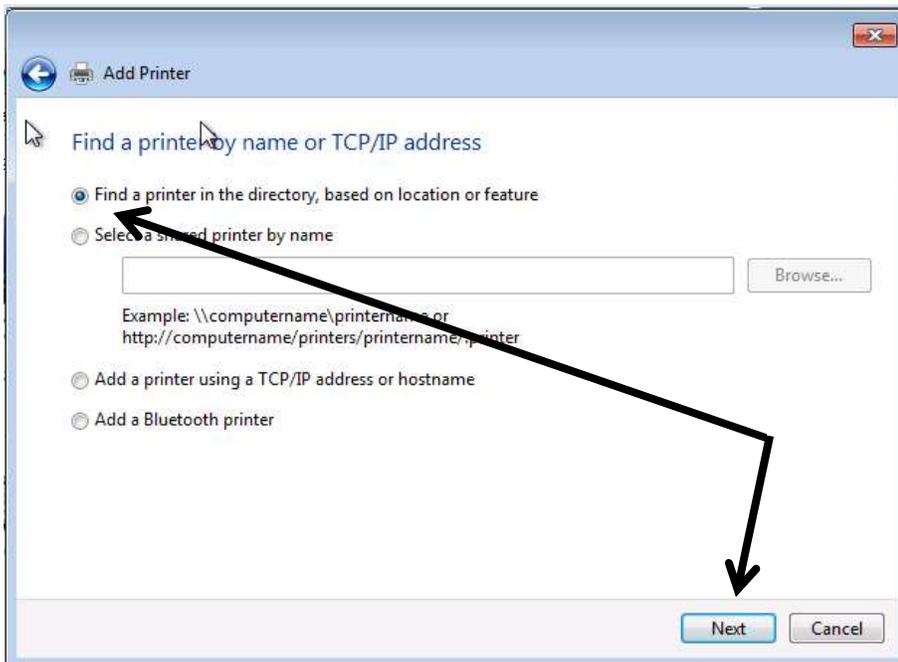


Click on **ADD A PRINTER**



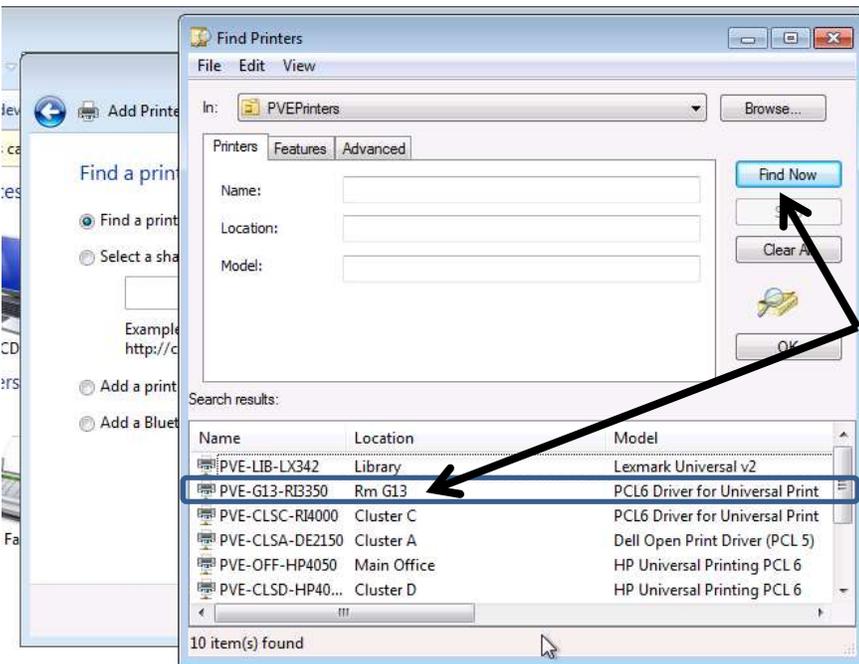
Click **ADD A NETWORK, WIRELESS OR BLUETOOTH PRINTER**

Click on **NEXT**



Click on **FIND A PRINTER IN THE DIRECTORY**

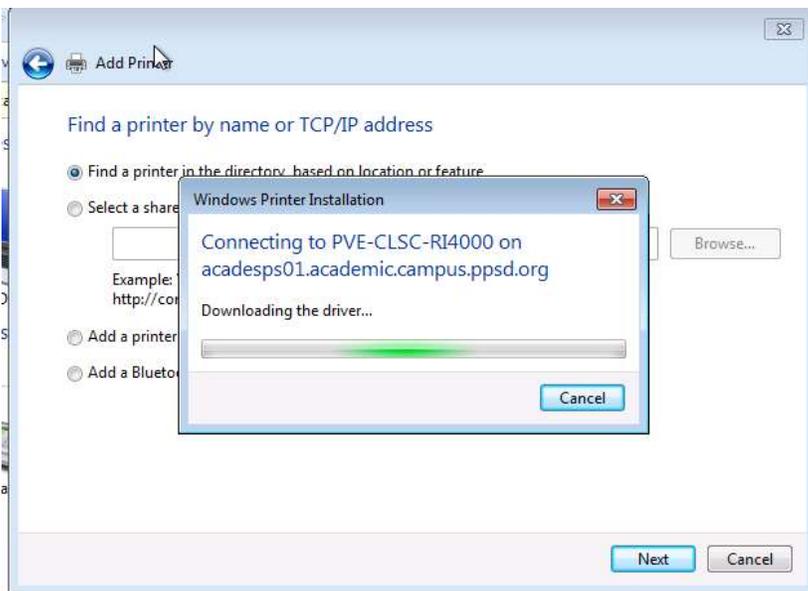
Click on **NEXT**



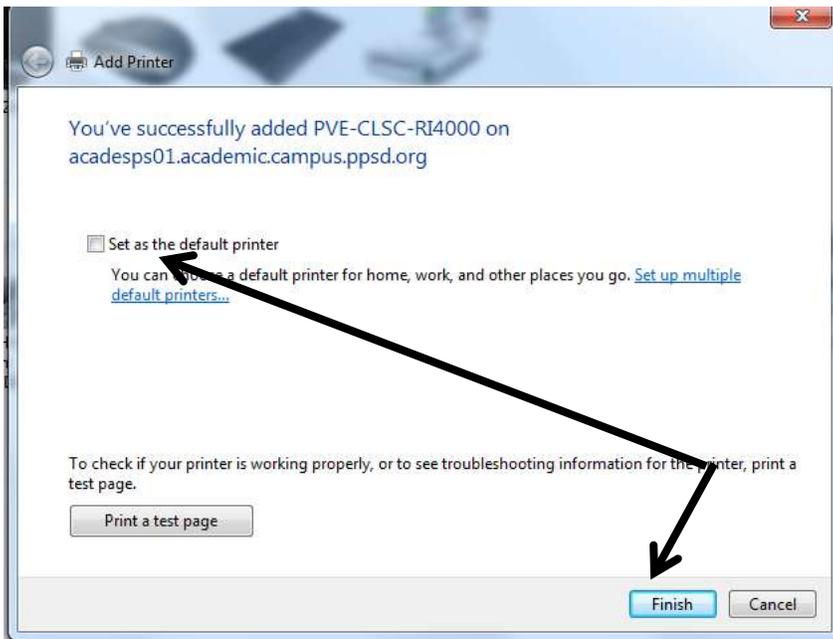
Click on **FIND NOW**

*The "Find Now" feature will search for printers available in your building*

**DOUBLE CLICK** on the **PRINTER TO ADD** (i.e., PVE-G13-RI3350)



The computer will download the driver for the printer as shown

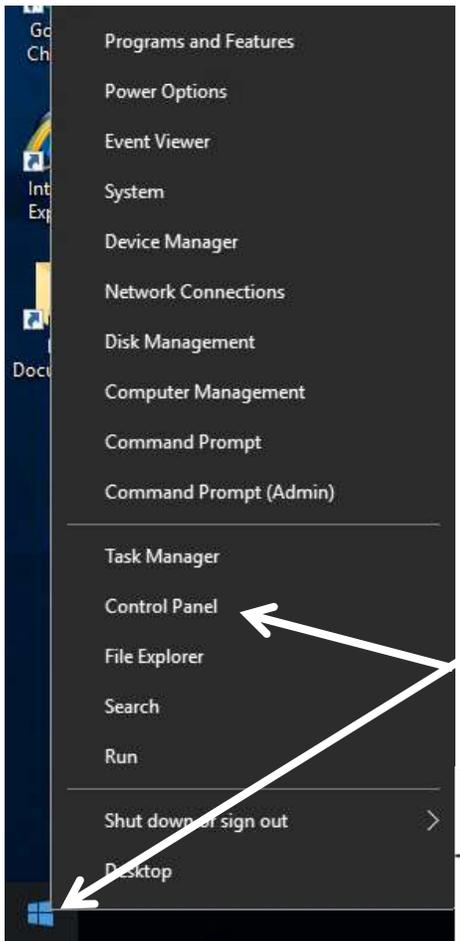


Click on **YES** if this is the printer to be your **DEFAULT PRINTER**

Click on **FINISH**

**Congratulations!** You have successfully added a printer and now have access to print your documents.

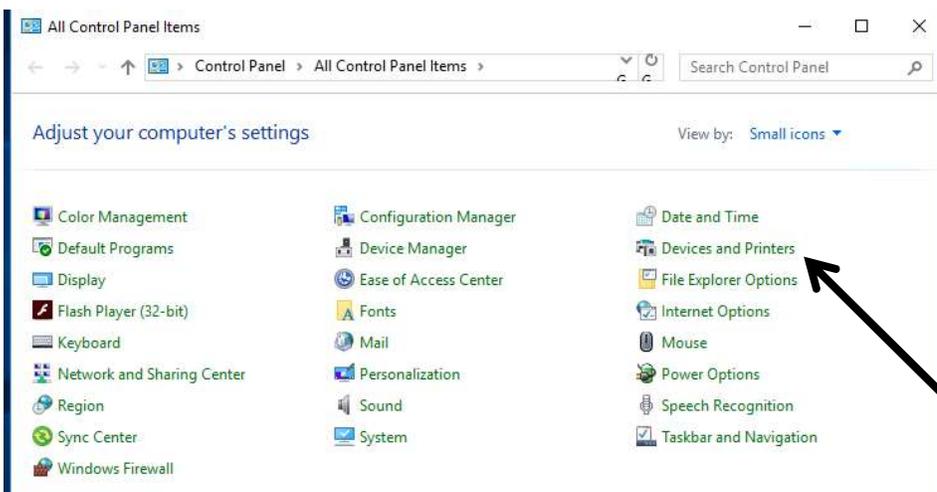
## Adding a Network Printer on Windows 10



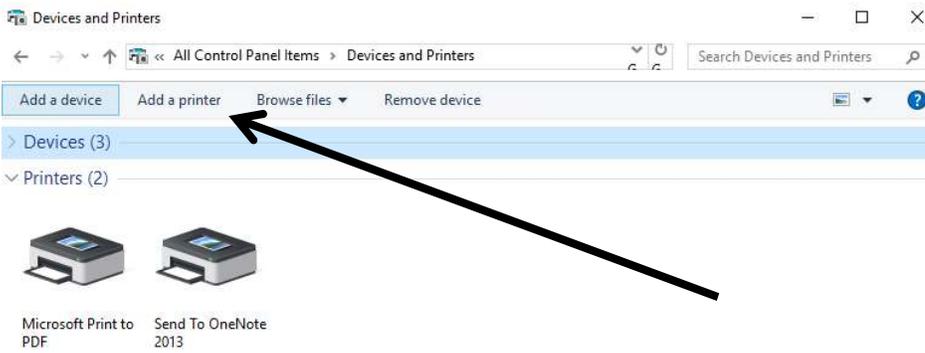
Use your PPSD Credentials **logon to the computer**

Once at your desktop, located on the bottom left hand side of your desktop **RIGHT CLICK** on **START BUTTON**

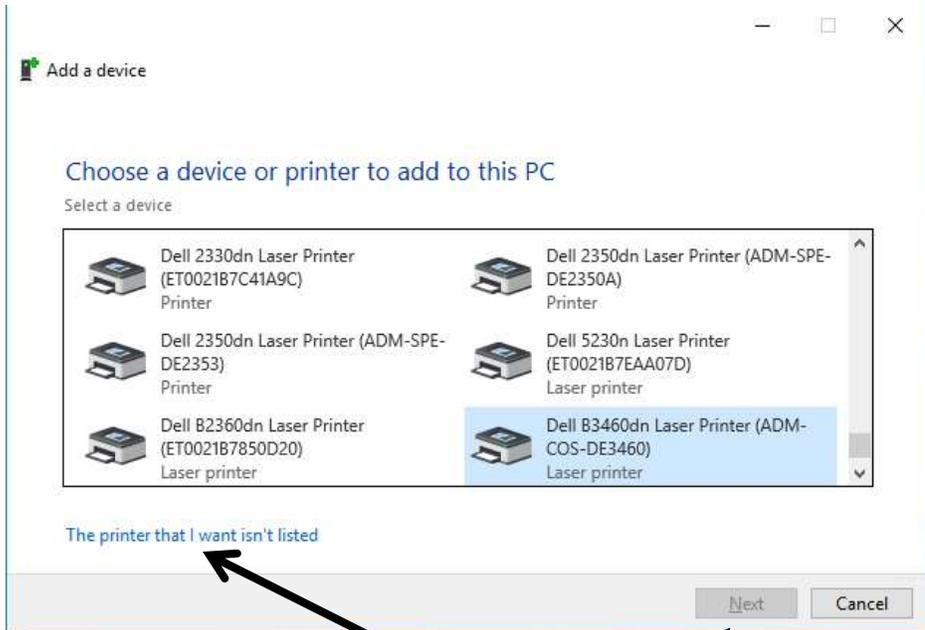
Click on **Control Panel**



Click on **DEVICES AND PRINTERS**



In the Devices and Printers tab Click on **ADD A PRINTER**



Click on **THE PRINTER THAT I WANT ISN'T LISTED** at the bottom of the Tab

Click on **NEXT**

### Find a printer by other options

- My printer is a little older. Help me find it.
- Find a printer in the directory, based on location or feature
- Select a shared printer by name

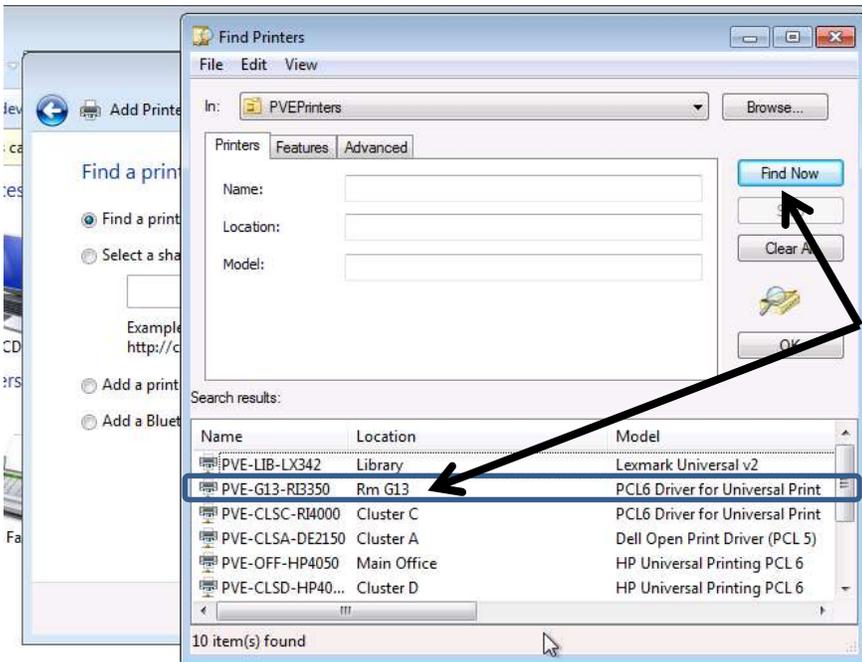
 

Example: \\computername\printername or  
http://computername/printers/printername/.printer

- Add a printer using a TCP/IP address or hostname
- Add a Bluetooth, wireless or network discoverable printer
- Add a local printer or network printer with manual settings

In the Add Printer tab Click on **FIND A PRINTER IN THE DIRECTORY**

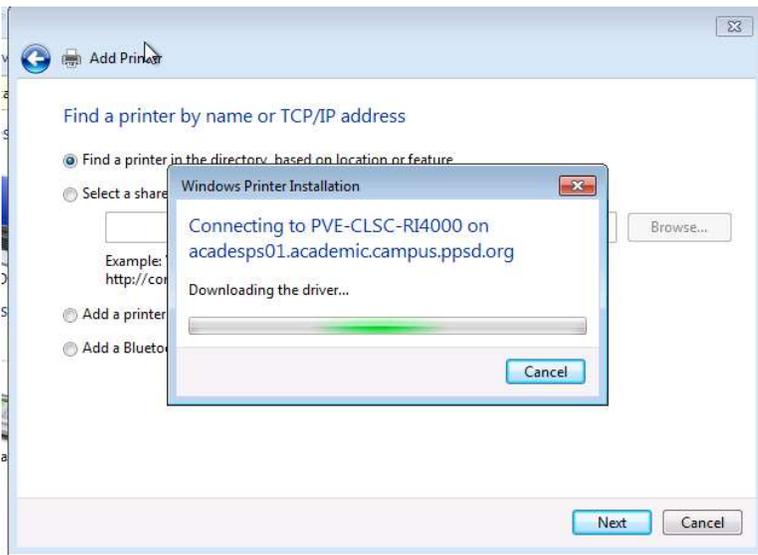
Click on **NEXT**



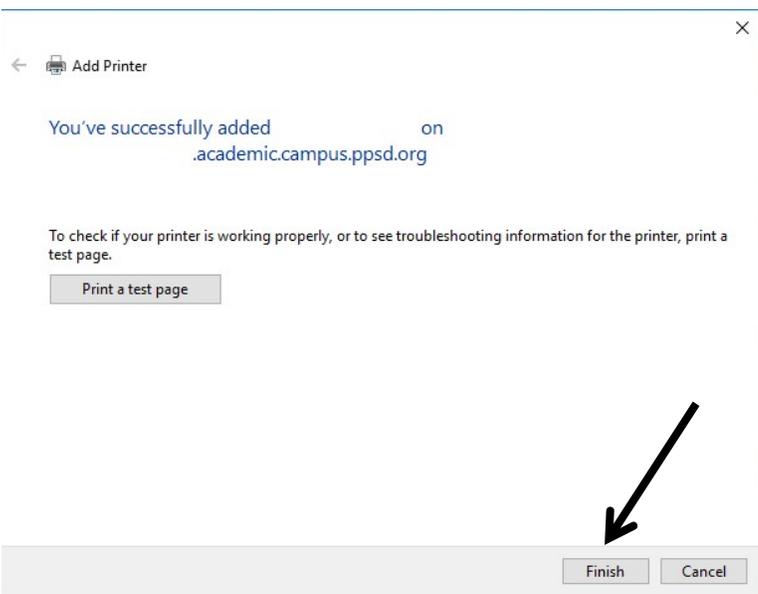
Click on **FIND NOW**

*The "Find Now" feature will search for printers available in your building*

**DOUBLE CLICK** on the **PRINTER TO ADD** (i.e., PVE-G13-RI3350)

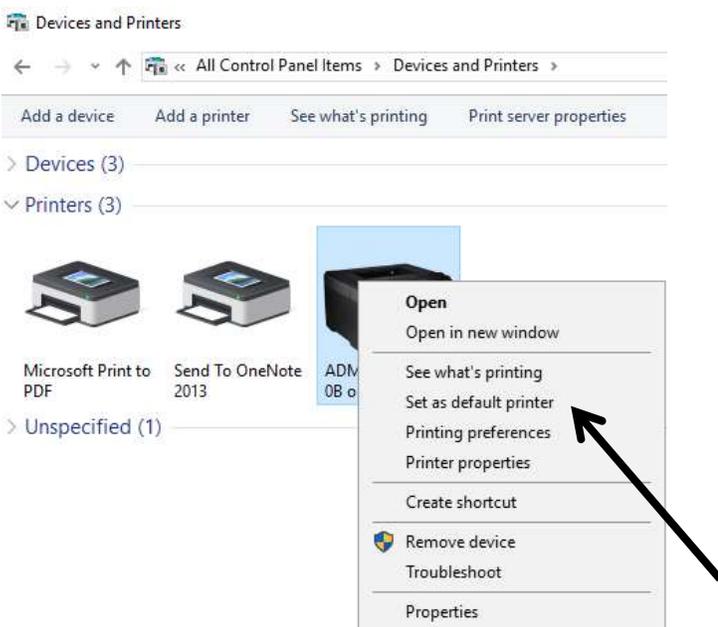


The computer will download the driver for the printer as shown



You will receive a confirmation page that the printer was added

Click **FINISH**



On the Devices and Printers Tab, right click on the printer and choose **SET AS DEFAULT PRINTER**

**Congratulations!** You have successfully added a printer and now have access to print your documents.