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 NEWORK, WIRELESS OR BLUETOOTH PRINTER

Click on NEXT



Click on FIND A PRINTER IN THE DIRECTORY

Click on NEXT

-1		Find Printers					
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ca ces	Find a print Find a print Select a sha Example http://c	Printers Features Name: Location: Model:	Advanced		Find Now		
ers	🖱 Add a print	Search results:					
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		PVE-LIB-LX342	Library	Lexmark Univ	versal v2		
E.		👼 PVE-G13-RI3350	Rm G13	PCL6 Driver f	or Universal Print 👘		
		PVE-CLSC-RI4000	Cluster C	PCL6 Driver f	or Universal Print 📃		
Fa		PVE-CLSA-DE2150	Cluster A	Dell Open Pri	int Driver (PCL 5)		
		PVE-OFF-HP4050	Main Office	HP Universal	Printing PCL 6		
		PVE-CLSD-HP40	Cluster D	HP Universal	Printing PCL 6 -		
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		10 item(s) found		A.			

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)

Find a printer	by name or TCP/IP address	
 Select a share 	Windows Printer Installation	
Example: ' http://cor @ Add a printer @ Add a Blueto	Connecting to PVE-CLSC-RI4000 on acadesps01.academic.campus.ppsd.org Downloading the driver Cancel	se

The computer will download the driver for the printer as shown

9	Add Printer
	You've successfully added PVE-CLSC-RI4000 on acadesps01.academic.campus.ppsd.org
	Set as the default printer
	You can store a default printer for home, work, and other places you go. <u>Set up multiple</u> <u>default printers</u>
	To check if your printer is working property, or to see trauble booting information for the printer, print a
	test page.
	Print a test page
	Finish Cancel

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



🗧 📾 Add Printer

Find a printer by other options

O My printer is a little older. Help me find it.

Find a printer in the directory, based on location or feature



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

Click on NEXT

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Ca Find a print Find a print Select a sha Example http://c	Printers Features Advanced Name:			
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	PVE-CLSC-RI400	0 Cluster C	PCL6 Driver for Ur	niversal Print
Fa	PVE-CLSA-DE21	50 Cluster A	Dell Open Print Dr	river (PCL 5)
	PVE-OFF-HP405	0 Main Office	HP Universal Print	ting PCL 6
	PVE-CLSD-HP40	Cluster D	HP Universal Print	ting PCL 6 🛛 👻
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	10 item(s) found		1	

Click on FIND NOW

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

Find a printer by name or TCP/IP address Find a printer in the directory based on location or feature Select a share Kindows Printer Installation Connecting to PVE-CLSC-RI4000 on acadesps01.academic.campus.ppsd.org http://con Add a printer Add a Blueto Cancel	The computer will download the driver for the printer as shown
a Next Cancel	
 Add Printer You've successfully added on .academic.campus.ppsd.org To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page. 	You will receive a confirmation page that the printer was added
Print a test page	Click FINISH
Image: Final Devices and Printers Image: How See What's printing Add a device Add a printer See What's printing Print server properties Devices (3) ✓ Printers (3)	On the Devices and Printers Tab, right click on the printer and choose SET AS DEFAULT PRINTER
Open Open Microsoft Print to Send To OneNote PDF 2013 Unspecified (1) See what's printing Set as default printer Printing preferences Printer properties Create shortcut Image: Set as default printer Printer properties Create shortcut Properties	Congratulations! You have successfully added a printer and now have access to print your documents.