

Installing a USB printer

Installing a USB printer that you plug in to your own computer is a very simple process:

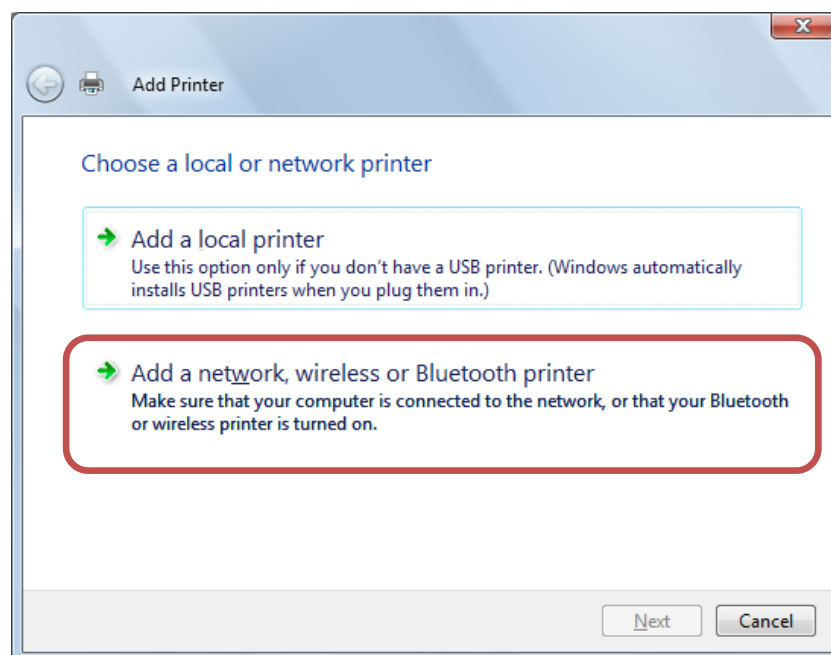
1. **First, read the instructions that come with the printer – they may recommend that you install printer software first.**
2. Plug the new printer to your computer and turn it on – Windows will detect the new printer automatically.
3. Follow the on-screen instructions.

Installing a network printer

To install a network printer:

1. Click the **Start** button, and then choose **Devices and Printers**.
2. In the toolbar, click the **Add a printer** button.

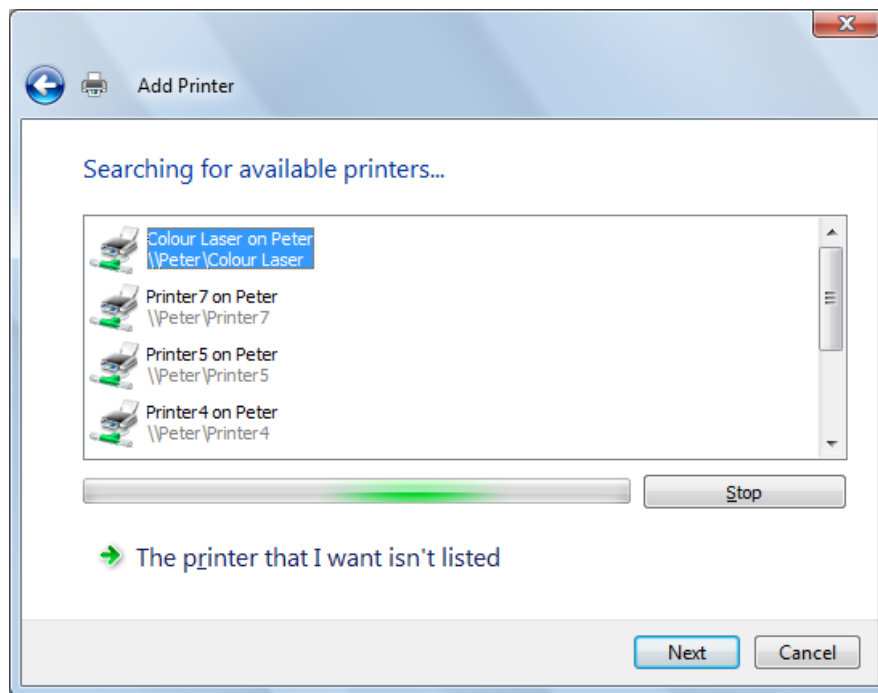
The Add Printer wizard will start.



You can choose to install a non-USB local printer or a network printer.

3. Click **Add a network, wireless or Bluetooth printer.**

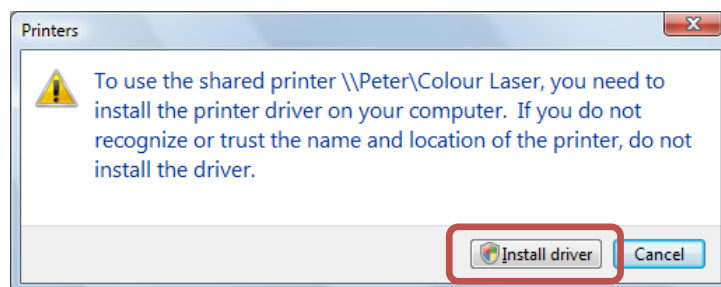
Windows will search for printers that are available through the network.



You can click Cancel at any time to cancel the process.

4. In the list of printers, choose the required printer, and then click **Next**.

It is likely that Windows will need to install the driver for the chosen printer.

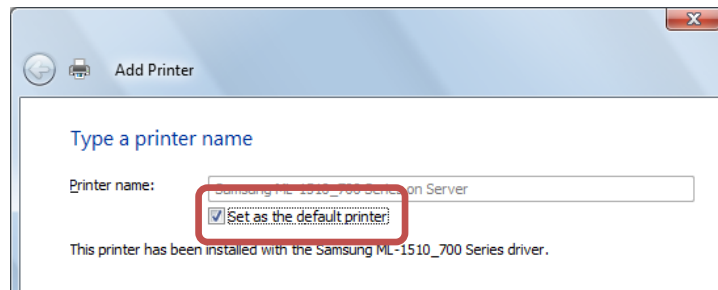


5. If necessary, choose **Install driver**.

The User Account Control box may be displayed and you will need to confirm your action.

6. If necessary, in the User Account Control dialog box, enter the required password.
7. Press **Enter**.

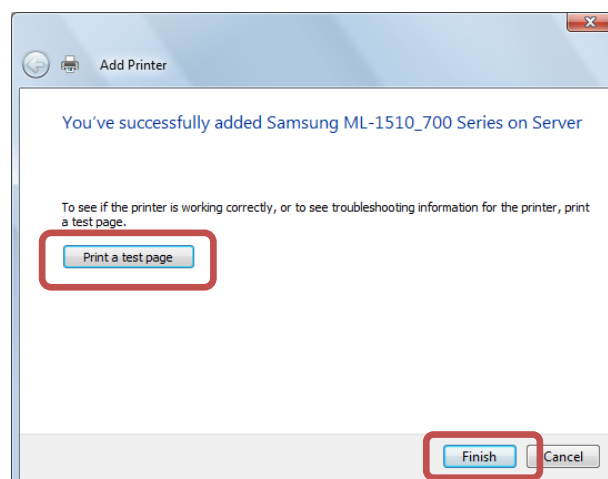
If the printer installs correctly, you will be given the option of setting the new printer as your default printer.



8. Click the **Set as the default printer** option so that it is ticked or not ticked as required.

9. Click **Next**.

Before closing the Add Printer wizard, you will have an option to print a test page.



To print a test page:

10. Click the **Print a test page** button, and then click **Close** when the page has printed.

11. Click **Finish**.

12. Close the Printers window.

13. Close the Control Panel.