

Printers on Network

Adding a Printer to your computer:

1. Go to Search Bar
2. Type in 'Control Panel' and search
3. Under the Hardware and Sound category, click on 'view devices and printers'
4. Click on 'Add a Printer' in the top left corner (see figure A)
5. This will pop up a search with all the printers on the network
6. Click on the printer you wish to add
7. Hit next
8. The printer will then be added to your list of devices

Setting Printer as Default:

1. Go to Search Bar
2. Type in 'Control Panel' and search
3. Under the Hardware and Sound category, click on 'view devices and printers'
4. Find the printer you wish to make your default
5. Right click on printer and choose 'set as default printer' (see figure B)

