How to Add a Network Printer

1. Click on the 'Start' button which is typically located on the lower left-hand side of your screen in the Taskbar.

2. Click on 'Settings' then 'Printers and Faxes'.

3. You should see a window similar to the following.

4. Double click on the "Add Printer" icon.

5. When the "Add Printer Wizard" window appears, click 'Next'.

6. On the following screen make sure to select the 'A network printer, or a printer attached to another computer' option and click "Next".
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7. On the next screen click on 'Connect to this printer option and enter the printer name in the 'Name:' field using the syntax `\server\printer`. For example `\focprt\pie1`.

**Note**: If you’re unsure of the path and name of the printer, check the printer itself for a white label that contains the information (network printers are labeled). If the printer isn’t labeled, check the 'Printer and Faxes' of a co-worker that is printing to the printer and get the information from them.

8. The next screen allows you to decide whether to make the printer your default* printer. Answer ‘Yes’ or ‘No’ then click ‘Next’ and ‘Finish’.

9. The printer icon should appear in the 'Printer and Faxes' window and you will now be able to print to it.

*Default Printer Definition: The printer to which a computer sends documents if you select the Print command without first specifying which printer you want to use with a program. You can have only one default printer; it should be the printer you use most often.