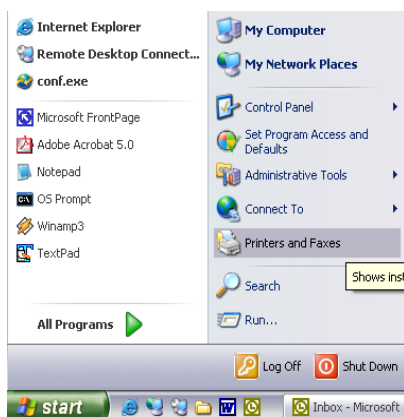


Adding a Printer

Click on “Start” > “Printers and Faxes”



Then click on “Add a printer”

This starts up the printer wizard



Click on “Next”

If the printer is a “Local Printer” i.e. attached to the current machine. Then ensure that “Local Printer” is selected and the “Automatically detect my plug and play printer” check box is selected. Then click “Next”

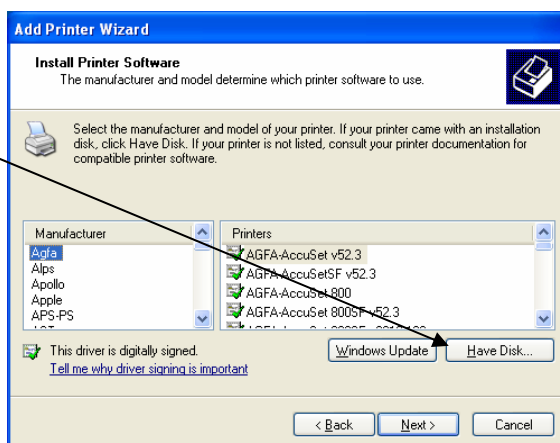
Windows then searches for the printer.

If the printer is found, it will be automatically installed; however it may require the installation disk.

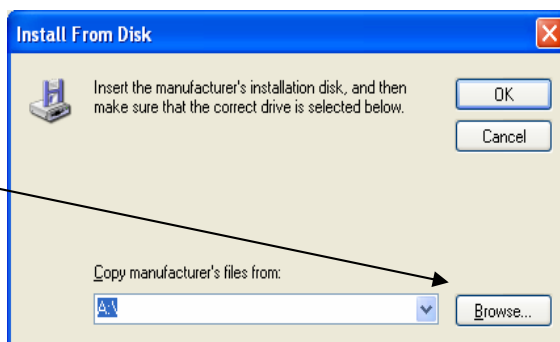
If the printer is not found then windows will ask what port the printer is plugged into. (This is generally LPT1 :). Then click on “Next”.

A list of printers will then appear.

If the printer is in this list then select it. If not then click on "Have Disk"

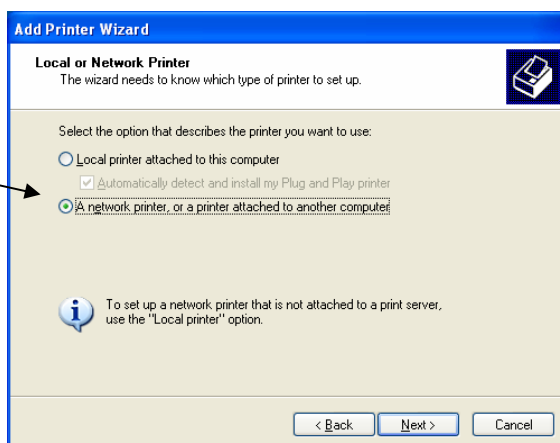


The following box will then appear and you should click on browse and move to the directory where the printer software is located.



Once done the printer will install and be visible from the "Printers and Faxes" directory.

If the printer is a network printer then ensure that the "Network Printer" selection box is checked.



Then click "Next"

If you want windows to try and detect your printer then select “Find a Printer in the Directory”.

If the printer is on the local network, select the second option “Connect to this Printer”. If the name is known, then enter the printer name.

If the printer is on a different network, select the third option and enter the URL and printer name.



If the first option was selected then a search box appears and a search can be run to find the network printer. Once the printer is found then double click the relevant printer and it will be installed.

If the second option was selected then you can look through the local network for the relevant printer. Double click it and it will be installed.

If the third option was selected then the correct printer name and URL must be known. The printer will then be found and if double clicked will be installed.