INSTALLING NETWORK PRINTER

- Click the "Devices and Printers" from Start Menu

- Dialog box will display giving you two options, "Add a Device" or "Add a Printer.

- Click on "Add a Printer".

- Second dialog box displays asking " What type of Printer do you want to install?"

- Click on "Add a network. Wireless or Bluetooth printer" option.
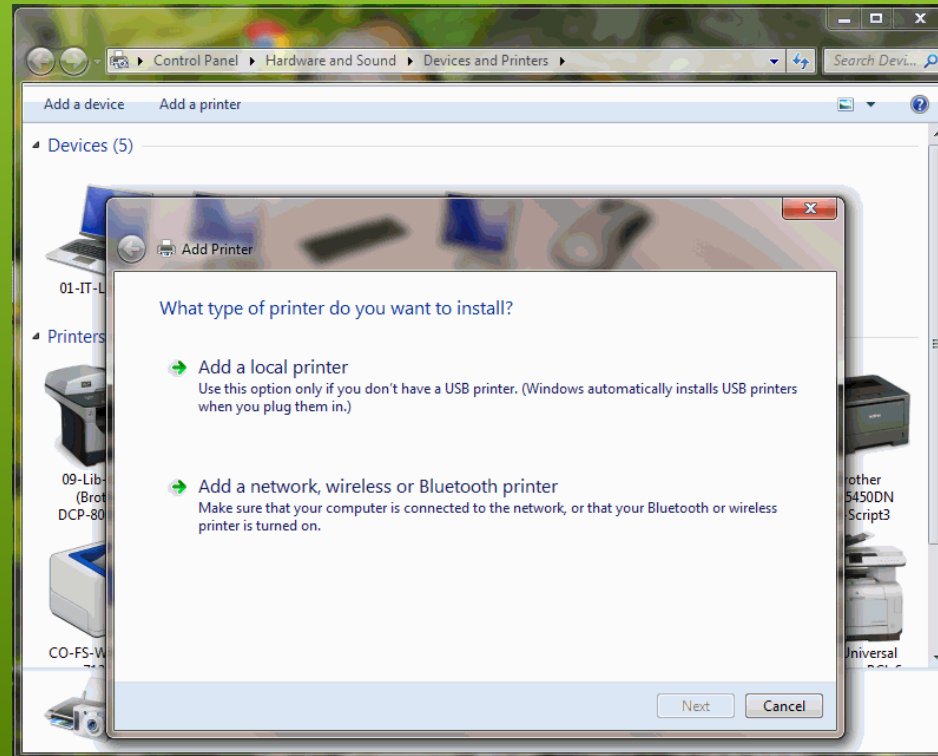
- Dialog box will display with "Select a Printer" title.
- Click on "The Printer that I want isn't listed" option.
- Dialog box will display with "Find a printer by name or TCP/IP address" title.
- Click on "Find a printer in the directory, based on location or feature" option.
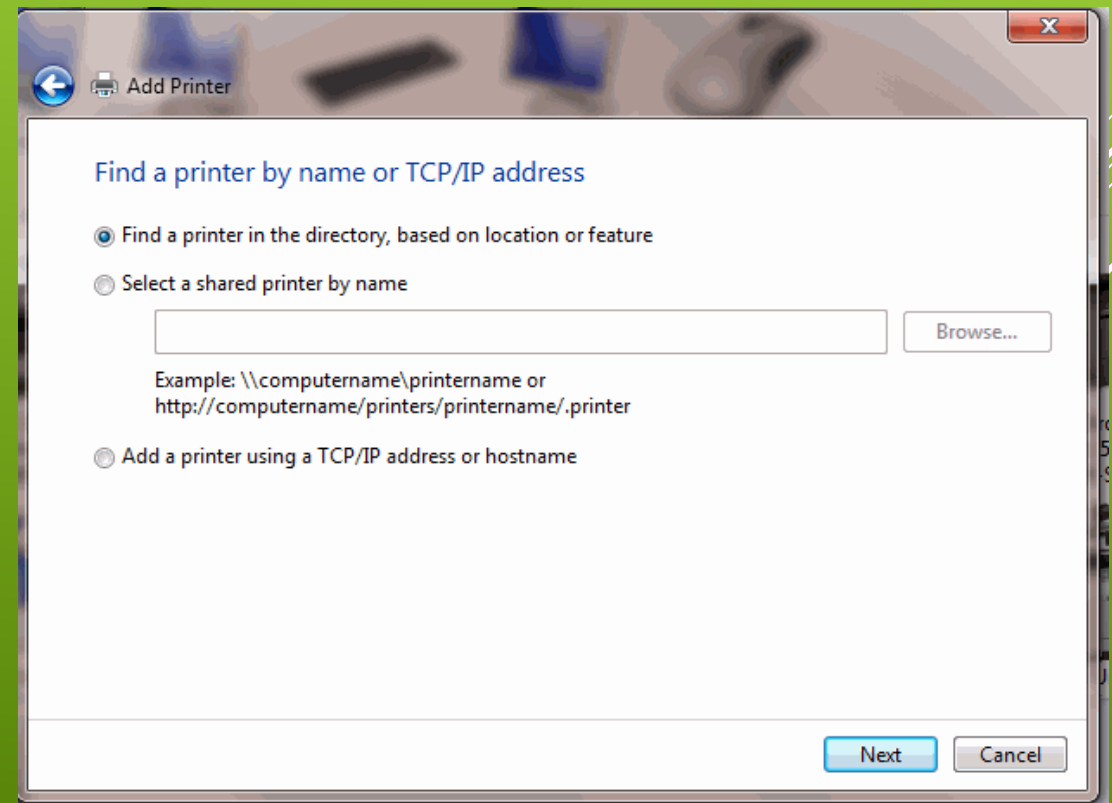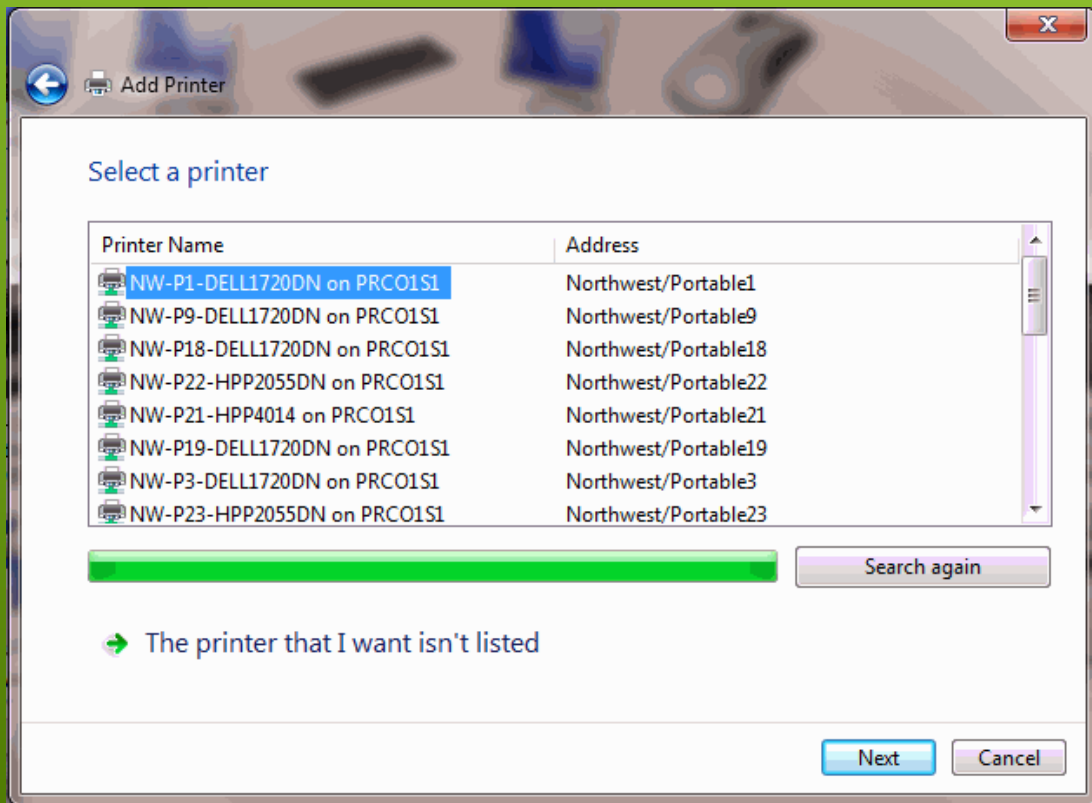
- Dialog box will display with "Find Printers" title.

- On the location field enter the general location where the printer is located at. (examples: CHS, AMS, CO etc.)

- Click on the "Find" button, a list of printers available will display for that location.

- Find the printer that is needed and select it.

- Click "OK" button, the dialog box with the title "Windows Printer Installation" will display.
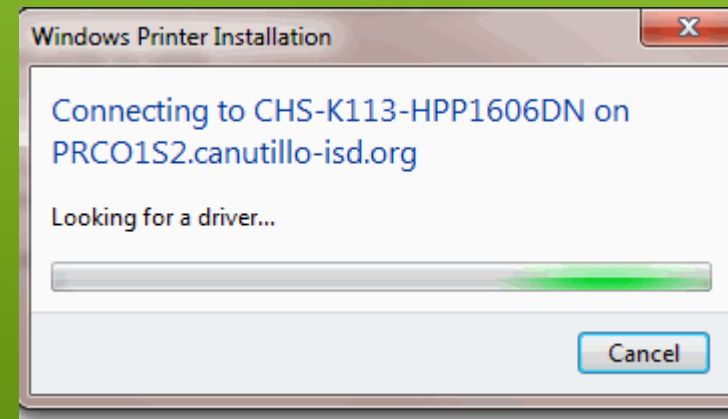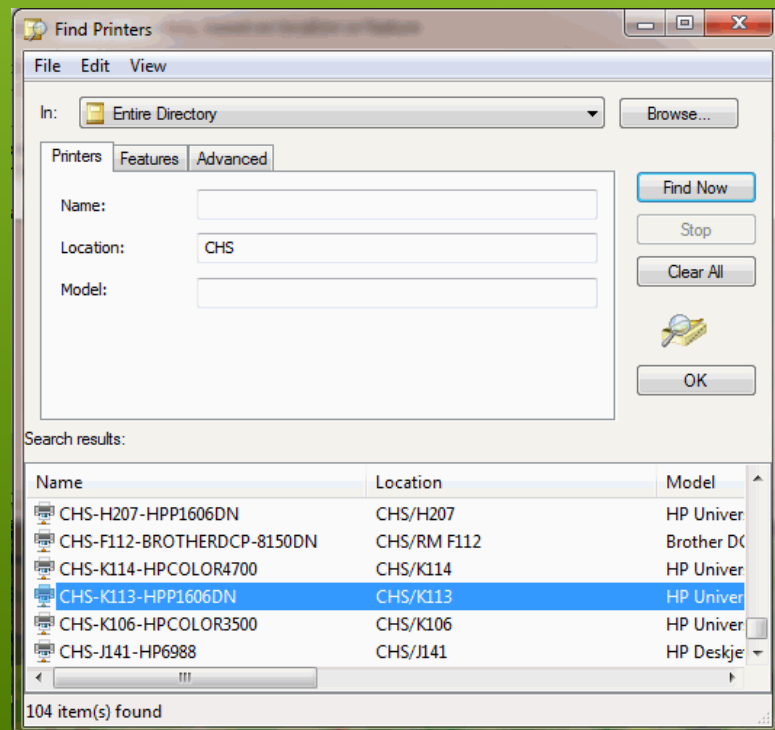
- Dialog box will display with "You've successfully add <printer> on PRCO1S2.
- Click on the "Next" button to continue.
- Dialog box will display giving the options to set printer as default and print a test page.
- Click on the "Finish" button.