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.

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File Edit View		
In: Entire Directory	•	Browse
Printers Features Advanced		
Name:		Find Now
Location: CHS		Stop
Model:		Clear All
		<i>2</i> 77
		ОК
Search results:		_
Name	Location	Model ^
🖶 CHS-H207-HPP1606DN	CHS/H207	HP Univer
👼 CHS-F112-BROTHERDCP-8150	DN CHS/RM F112	Brother D(
👼 CHS-K114-HPCOLOR4700	CHS/K114	HP Univer
🖶 CHS-K113-HPP1606DN	CHS/K113	HP Univer
🖶 CHS-K106-HPCOLOR3500	CHS/K106	HP Univer
🖶 CHS-J141-HP6988	CHS/J141	HP Deskje 👻
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104 item(s) found		



- 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.



