Installing a printer on your desktop

1. Click the start menu located at the bottom left of the screen.



2. Click on "Devices and Printers" located in the start menu.



3. Click on the icon "Add a printer".

| Search Devices and Printers > + 47 Search Devices and Printers | ers 🔎 |
|---|---------------------|
| Add a device Add a printer | - • - |
| Windows can display enhanced device ons and information from the Internet. Click to change | x |
| Devices (3) | |
| CHS-TCHVM Generic Non-PnP Monitor VMware Virtual bevice | |
| Printers and Faxes (5) | |
| Fax Microsoft XPS Document Writer Send To Document Writer Send To OneNote 2010 Send To OneNote 2010 Notebook Document Writer | |
| Document writer | |
| | |
| 8 items | |

4. Click "Add a network, wireless, or Bluetooth printer".

| G | 🖶 A | Add Printer |
|---|-----|---|
| | Wha | at type of printer do you want to install? |
| | • | Add a local printer Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.) |
| | • | Add a network, wireless or Bluetooth printer Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on. |
| | | Next Cancel |

5. Choose the desired printer from the list and click "next". Printers will be prefixed by the school name (GMS, LMS, CHS).



a. If the printer you're looking for is not in the list click "The printer that I want isn't listed".

| Printer Name | Address | |
|---------------------------------|--------------------------|-----------|
| ECHS_RM145LJ on CHS-PRINT | CHS Room 145 (Media Lab) | |
| CHS_FacultySouthBR on CHS-PRINT | CHS Faculty South | |
| CHS_RM248Lexmark on CHS-PRINT | CHS Room 248 | |
| CHS_LibraryLJ on CHS-PRINT | CHS Library | |
| THS_RM149_HP4050N on CHS-PRINT | CHS Room 149 | |
| ELMS_RM13_CLJ on LMS-SERVER01 | | |
| MailRmLJ on GMS-SERVER01 | GMS Mail Room | |
| LMS GuideBR on LMS-FILEPRINT | LMS Guidence Office | |
| | | |
| | Sear | rch again |
| | | ch again |

b. Click "Find a printer in the directory, based on location or feature", then click "Next"

| 🌛 🖶 Add Printer | |
|---|-------------|
| | |
| Find a printer by name or TCP/IP address | |
| Find a printer in the directory, based on location or feature | |
| | |
| Select a shared printer by name | |
| | Browse |
| Example: \\computername\printername or | |
| http://computername/printers/printername/.printer | |
| O Add a printer using a TCP/IP address or hostname | |
| | |
| | |
| | |
| | |
| | |
| | |
| | Next Cancel |
| | Next Cancel |

c. Enter either GMS LMS or CHS in the "Name" box and click "Find Now". Select the printer you would like to add from the search results and click "OK".

| n: 📃 Entire Directo | ory | Browse |
|--|---|---|
| Printers Features | Advanced School Initials Here | Find Now Stop |
| Model: | | Clear All |
| | | \$ |
| rch results: | | ОК |
| rch results: ame | Location | ок Мodel |
| rch results: ame ª LMS_LibLJ | Location LMS Library | Моdel HP Universal Printing PS (v5.1) |
| rch results: ame ¹ LMS_LibLJ ¹ LMS_MainOffice | Location LMS Library LMS Main Office | Model HP Universal Printing PS (v5.1) Brother HL-2170W |
| rch results: ame ¹ LMS_LibLJ ¹ LMS_MainOffice ¹ LMS_GuideBR | Location LMS Library LMS Main Office LMS Guidance Office | Model HP Universal Printing PS (v5.1) Brother HL-2170W Brother HL-5370DW |
| rch results: ame ¹ LMS_LibLJ ¹ LMS_MainOffice ¹ LMS_GuideBR ¹ LMS_RM13_CLJ | Location LMS Library LMS Main Office LMS Guidance Office | Model HP Universal Printing PS (v5.1) Brother HL-2170W Brother HL-5370DW HP Color LaserJet 2800 Series I |
| rch results: ame ¹ LMS_LibLJ ¹ LMS_MainOffice ¹ LMS_GuideBR ¹ LMS_RM13_CLJ ¹ CHS_RM149_HP | Location LMS Library LMS Main Office LMS Guidance Office CHS Room 149 | Model HP Universal Printing PS (v5.1) Brother HL-2170W Brother HL-5370DW HP Color LaserJet 2800 Series I HP Universal Printing PCL 6 |

6. Click next to proceed.

|) 븖 Add Printer | | |
|---------------------|--|-------------|
| | | |
| You've success | sfully added CHS_EacultySouthBR on CHS-PRINT | |
| fou te succes. | | |
| Printer name: | CHS_FacultySouthBR on CHS-PRINT | |
| | | |
| This printer has be | en installed with the Brother HI -6050 series driver | |
| This printer has be | en instance with the brother ric-0050 series unver. | |
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| | | Next Consel |

- 7. On the next page do the following:
 - a. Click "Print a test page" to make sure the printer is installed correctly.
 - b. Click the box next to "Set as the default printer" if you would like this to be your default printer.
 - c. Click Finish to complete the installation.

8. The newly installed printer should now appear in "Devices and Printers". The green check mark next to the printer indicates this is now the default printer (if you selected that option).

