Click Start > Settings > Printers and Faxes
Add Printer Wizard

Welcome to the Add Printer Wizard

This wizard helps you install a printer or make printer connections.

If you have a Plug and Play printer that connects through a USB port (or any other hot pluggable port, such as IEEE 1394, infrared, and so on), you do not need to use this wizard. Click Cancel to close the wizard, and then plug the printer's cable into your computer or point the printer toward your computer's infrared port, and turn the printer on. Windows will automatically install the printer for you.

To continue, click Next.

Click NEXT.

Add Printer Wizard

Local or Network Printer
The wizard needs to know which type of printer to set up.

Select the option that describes the printer you want to use:

- Local printer attached to this computer
- Automatically detect and install my Plug and Play printer
- A network printer, or a printer attached to another computer

To set up a network printer that is not attached to a print server, use the "Local printer" option.

Choose to Install a network Printer, and click NEXT.
Choose “Find a printer in the directory” and click NEXT.

Ensure that “Entire Directory” is selected from the dropdown menu and click FIND NOW.
A list of installed printers appears. You may need to adjust the size of your window to view all of the fields.

Notes:

Name Field – When you find the printer you wish to install, double-click on the name of the printer

Location Field – Use this field to make sure you’ve selected the correct printer.

Comment Field – Comments can sometimes give better descriptions on the selected printer