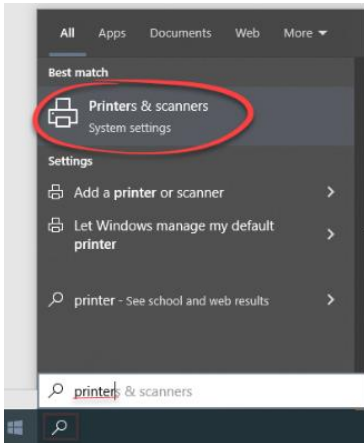


Installing a Network Printer

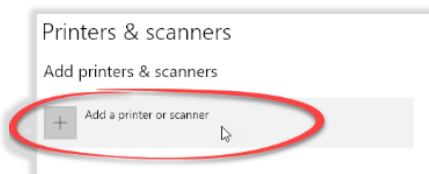
Printers and Scanners Install Method Instructions

Click on the Start Menu, Type **Printer**.

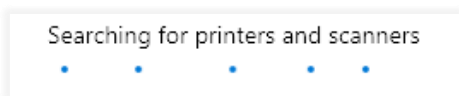
You do not need to be in a search window, you can just start typing once the start menu is clicked. 😊



- Click on **Printers & Scanners** when it appears in the list.
- Select **Add a printer** or scanner

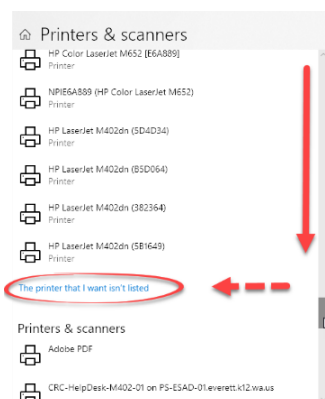


A list will load...

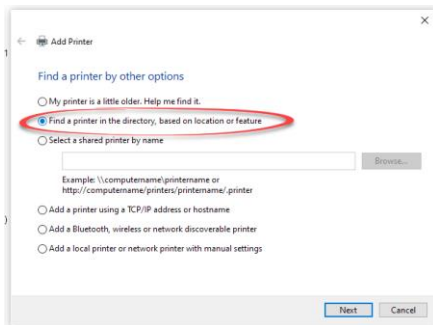


Important Step

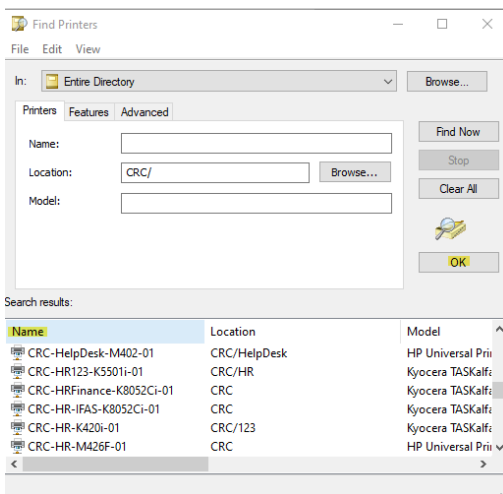
- **Scroll down** to the bottom of the list and select: ***"The printer that I want isn't listed"***



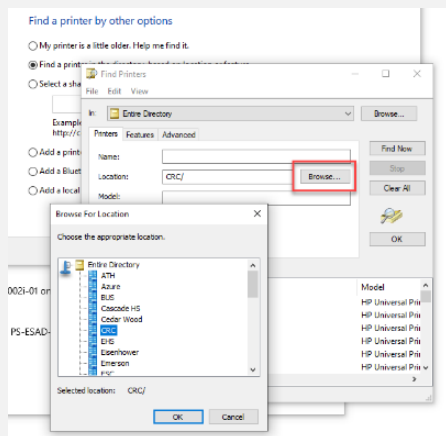
- Click the option “Find a printer in the directory, based on location or feature” and click Next.



- Find and select the printer you wish to install, click **OK** or double click.



- * If you are not seeing your location, please click **Browse**.



- Click on the + to expand **Entire Directory**.
- Click your **Location** and say ok.
- Then click **Find Now** to see only your locations printers.

- It will begin downloading and installing the driver. Once successful, **Click Next**.
- Your setup is now complete, **Click Finish**.

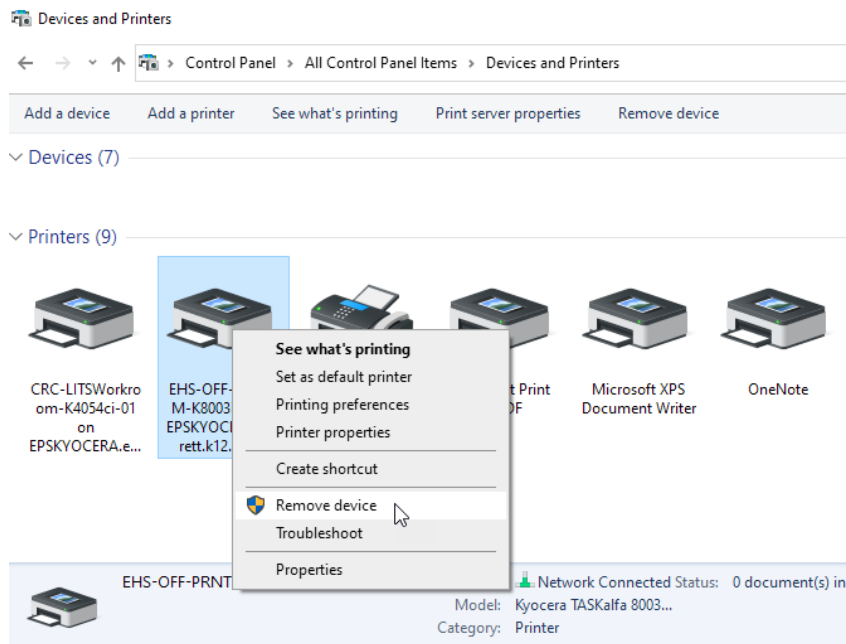
You will now see your newly added printer in your Devices and Printers list. 😊

Questions or Comments...

Please contact the **Help Desk** Team at 425 385-4357, M-F 7am-4pm. Thank you!

Please be sure to remove any unwanted printers to cleanup your printers list.

THANK YOU! 😊



[Next Page:](#)

Contains instructions for the same process as above but using a different install method. 😊

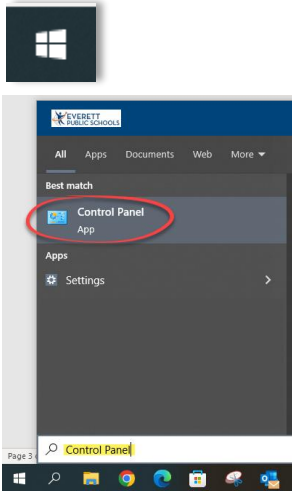
Only proceed if above steps were unsuccessful.

Thank you!

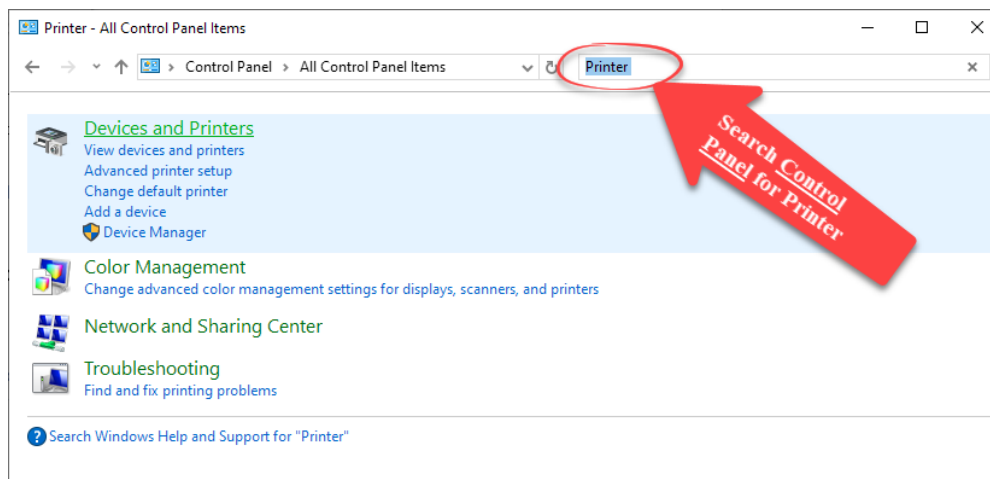
Control Panel Install Method Instructions

- Click Start menu, Type **Control Panel**.

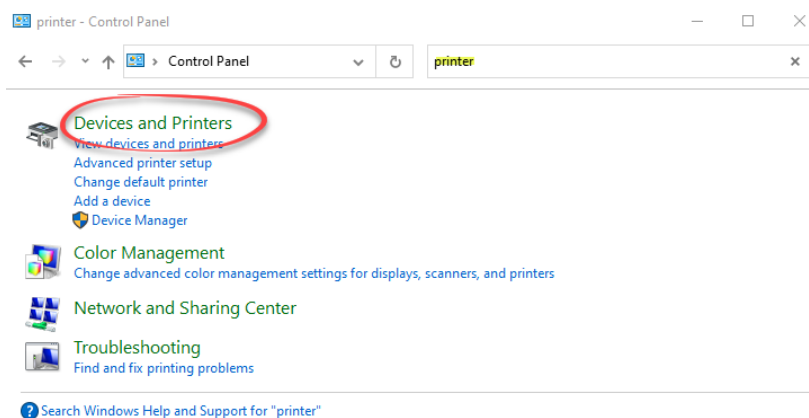
* You do not need to be in a search window, you can just start typing once the start menu is clicked. 😊



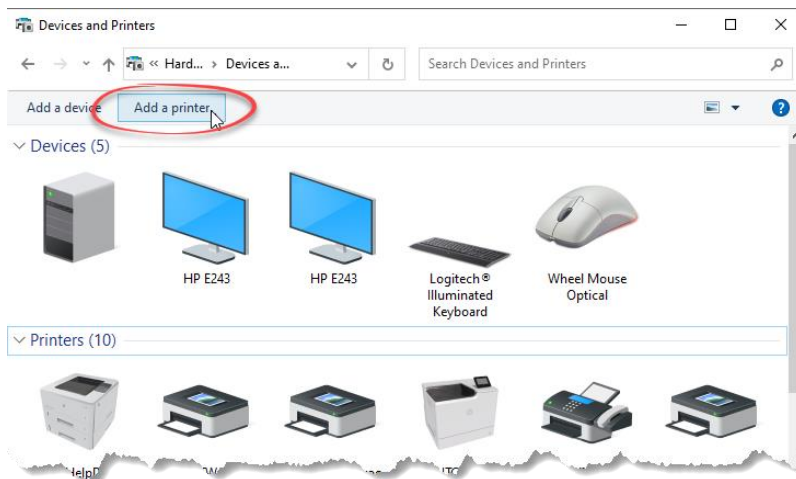
- Click in the **Search Control Panel** box and type: **Printer**



- Select **Devices and Printer**

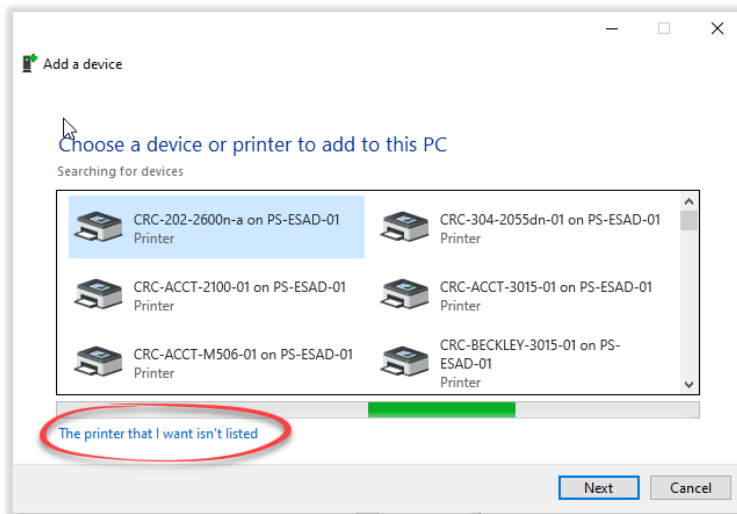


- Click **Add a printer**

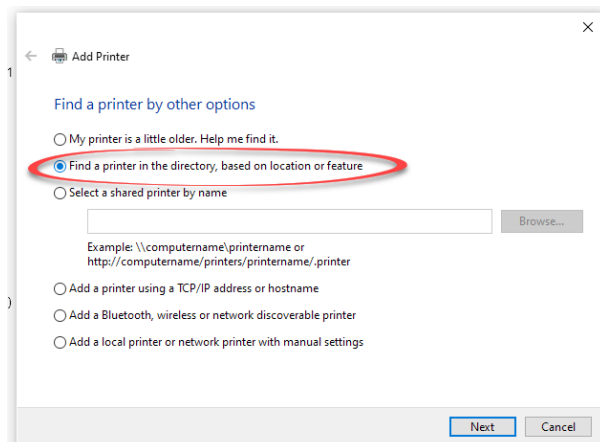


Important Step:

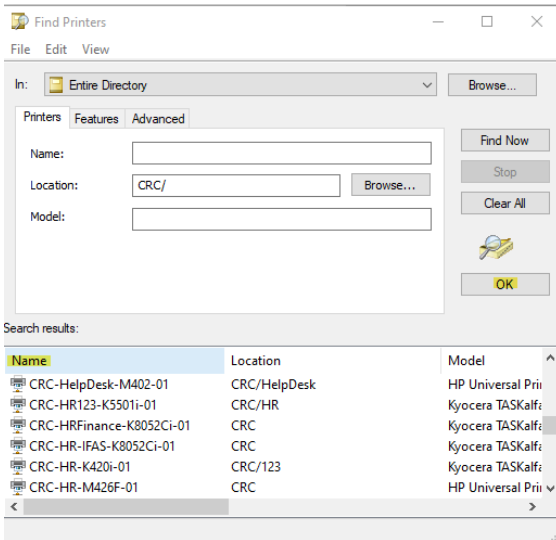
- Please select **“The printer that I want isn’t listed”**



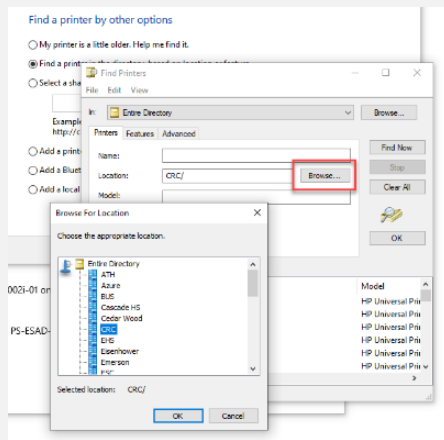
- Click the option **“Find a printer in the directory, based on location or feature”** and click Next.



- Find and select the printer you wish to install, click **OK** or double click.



- * If you are not seeing your location, please click **Browse**.



- Click on the + to expand **Entire Directory**.
- Click your **Location** and say ok.
- Then click **Find Now** to see only your locations printers.

- It will begin downloading and installing the driver. Once successful, **Click Next**.
- Your setup is now complete, **Click Finish**.

You will now see your newly added printer in your Devices and Printers list. 😊

Questions or Comments...

Please contact the **Help Desk** Team at 425 385-4357, M-F 7am-4pm. Thank you!