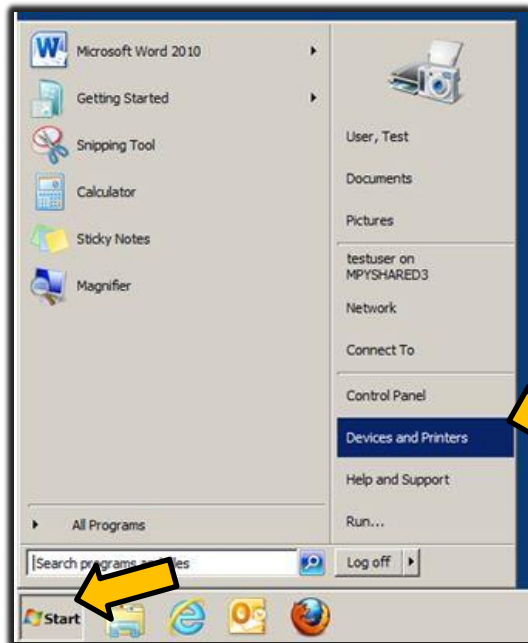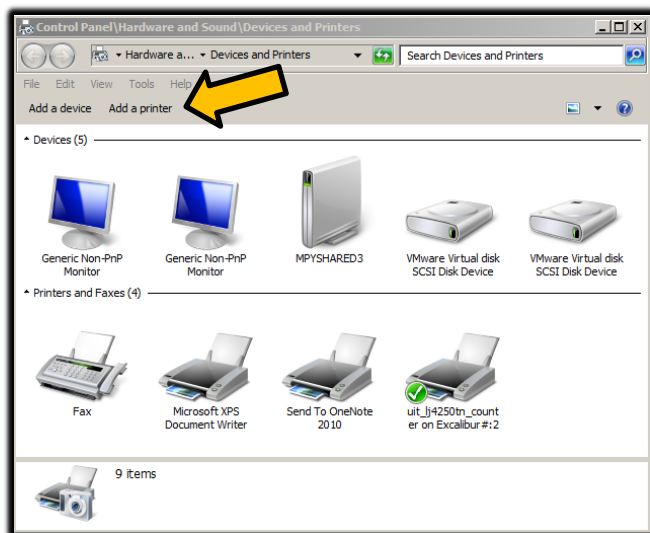# HOW TO ADD A PRINTER
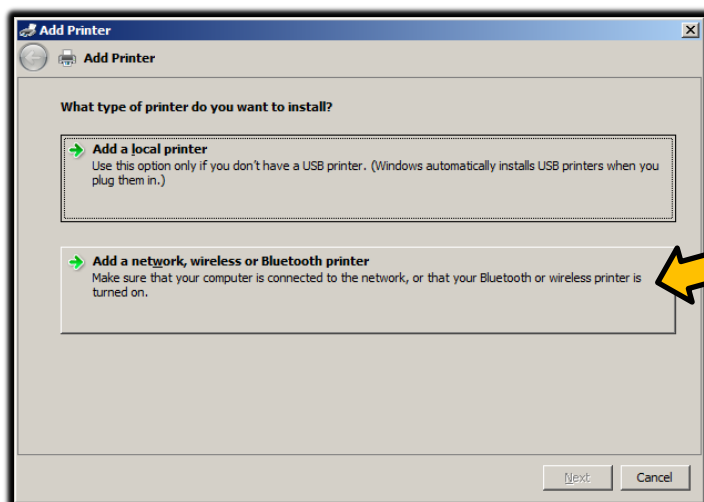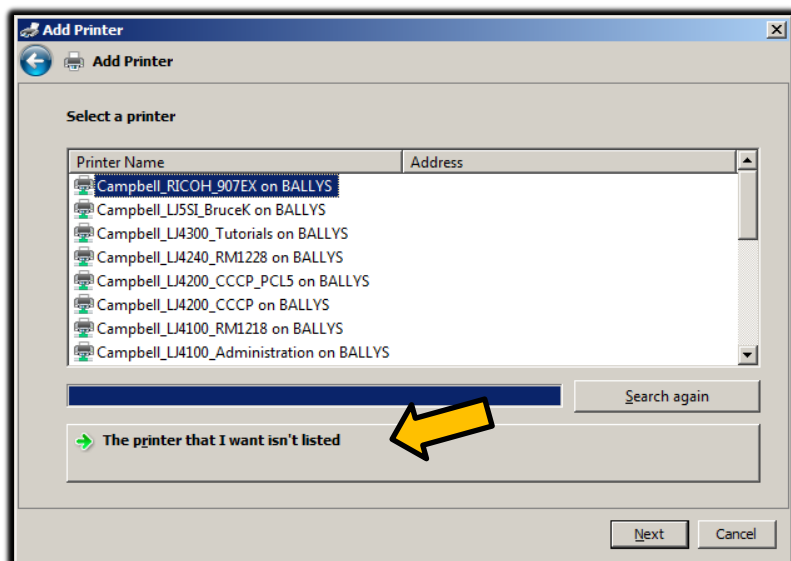
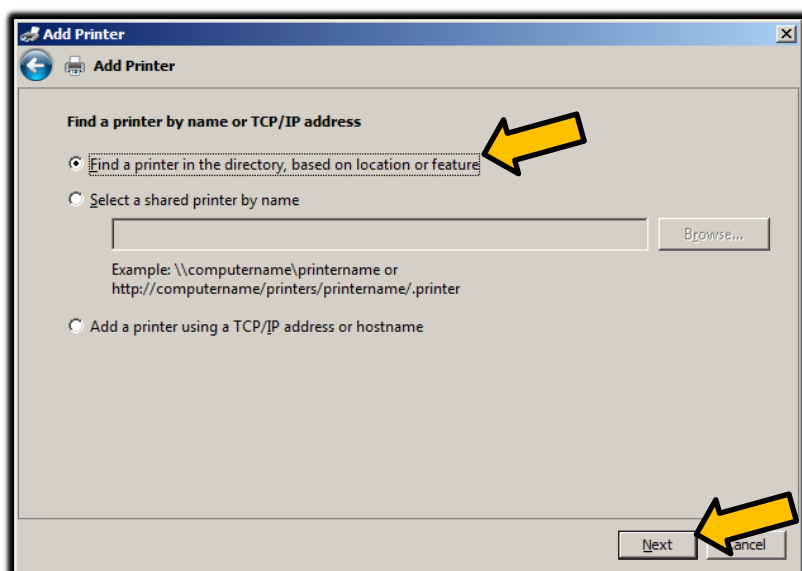Click on 'START', then click on 'Devices and Printers'.

Click on 'Add a Printer'.

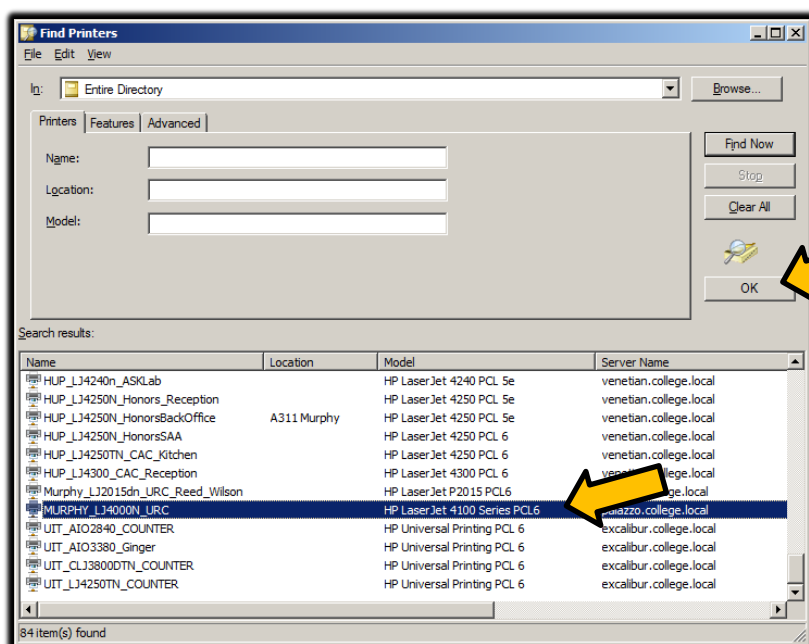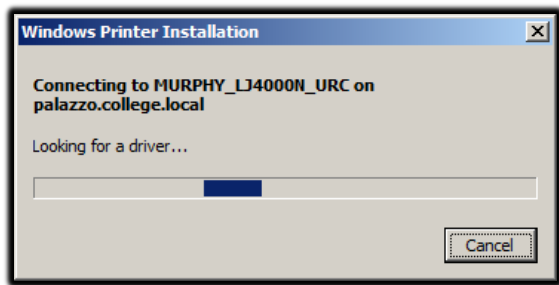Click on 'Add a network, wireless or Bluetooth printer'.

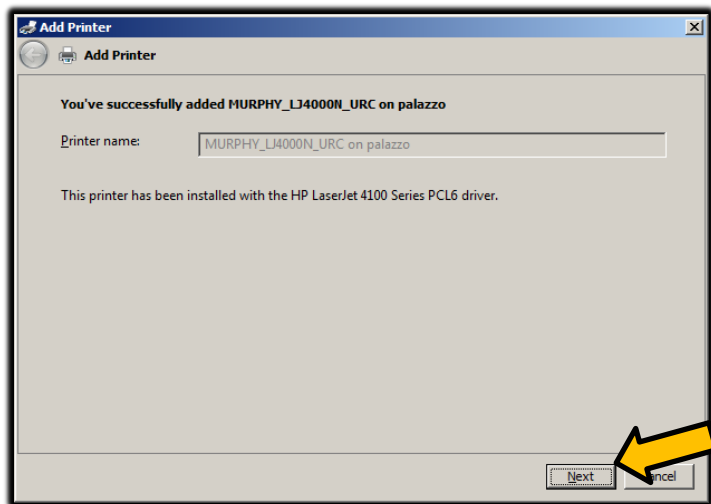**Click on 'The printer that I want isn't listed'.**



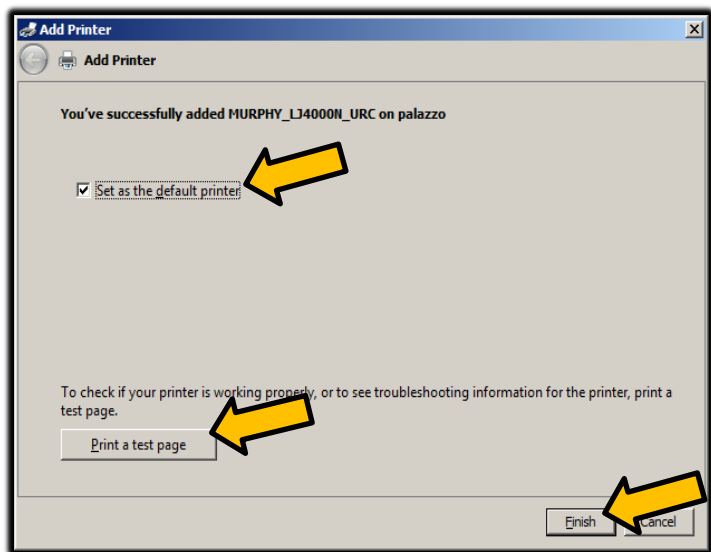**Click on 'Find a printer in the directory, based on location or feature', and then click 'Next'.**



**This will create a list of all available printers. Scroll down in the list to find the name of the printer you wish to add. Click on the name to highlight it, then click the 'OK' button.**

**Windows Printer Installation**

Connecting to MURPHY_LJ4000N_URC on palazzo.college.local

Looking for a driver...

Cancel

**Windows will search for and install the appropriate printer driver.**

---

**Add Printer**

Add Printer

You've successfully added MURPHY_LJ4000N_URC on palazzo

Printer name: MURPHY_LJ4000N_URC on palazzo

This printer has been installed with the HP LaserJet 4100 Series PCL6 driver.

Next | Cancel

**Once the driver has been successfully installed, click on 'Next'.**

---

**Add Printer**

Add Printer

You've successfully added MURPHY_LJ4000N_URC on palazzo

☑ Set as the default printer

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Print a test page

Finish | Cancel

**By default, Windows sets the newly added printer as the default; clear the checkbox if you want to keep your current default printer. If you would like to print a test page, click the button, otherwise, just click 'Finish'.**