

ICT Helpsheet

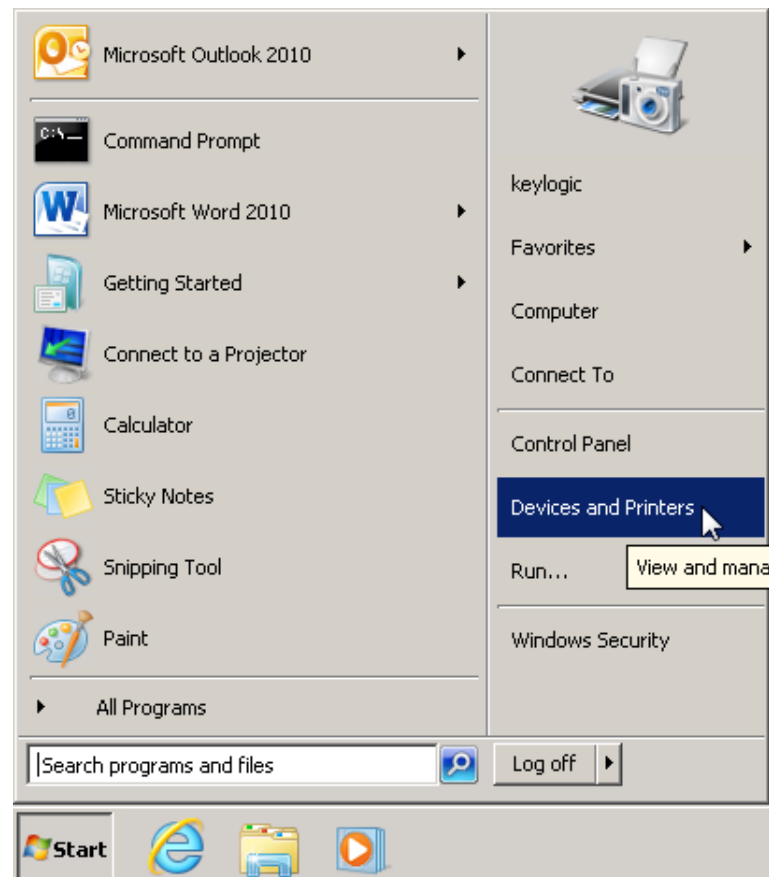
ADD A PRINTER



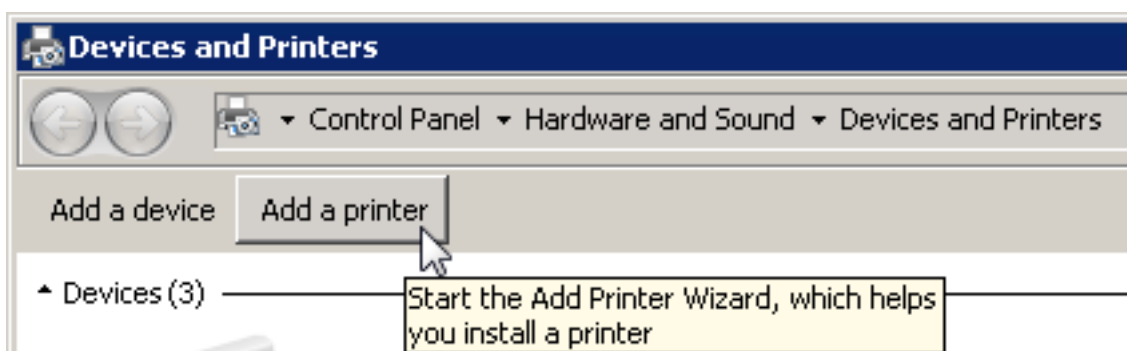
ICT Service Desk 01993 866400

ServiceDesk@advanceuk.org

To add a printer, click the Start button and click the “Devices and Printers”

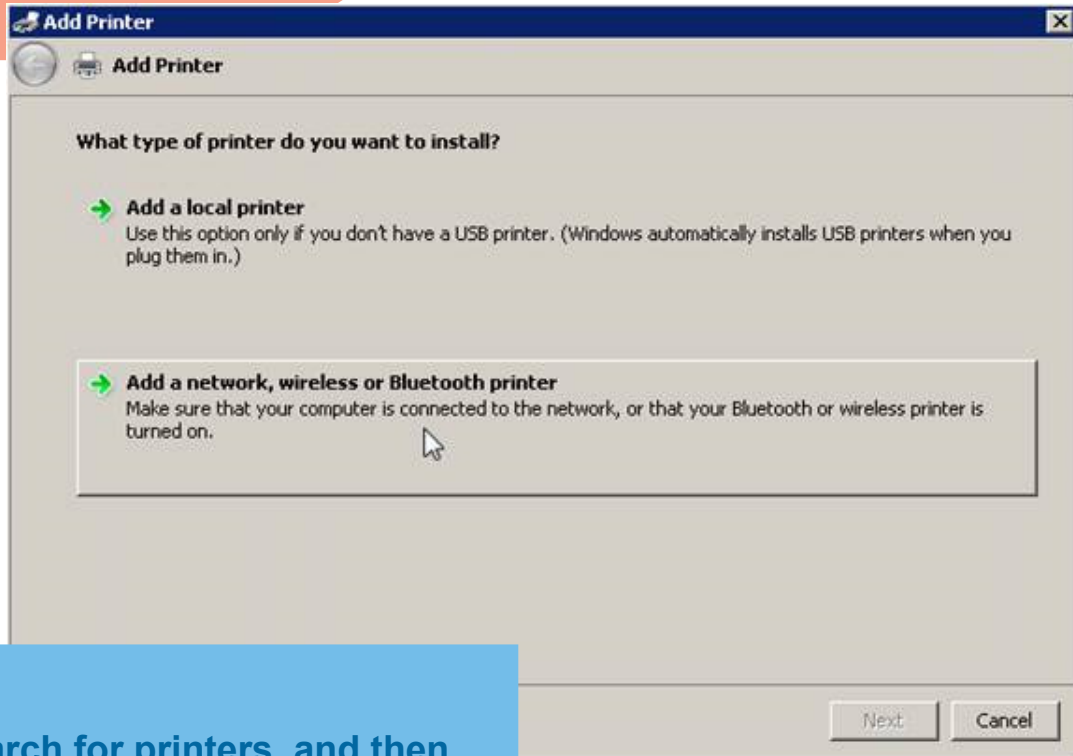


Then click the “Add a printer” button at the top of the page:

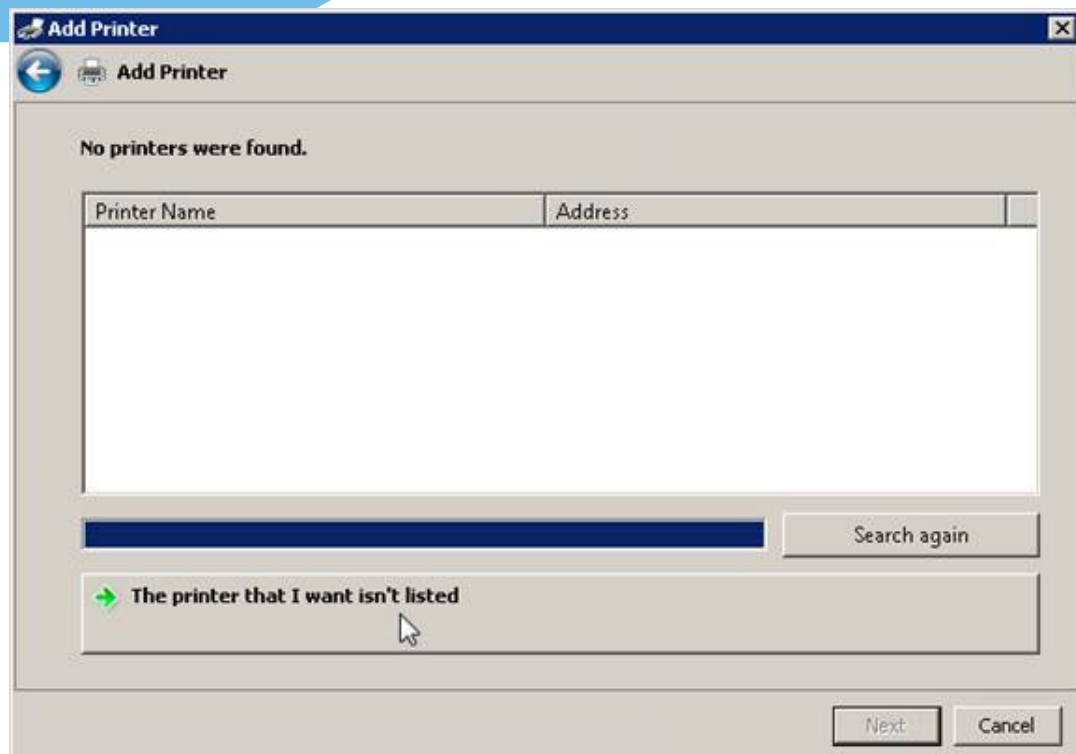


Click the “Add a network, wireless or Bluetooth printer” option:

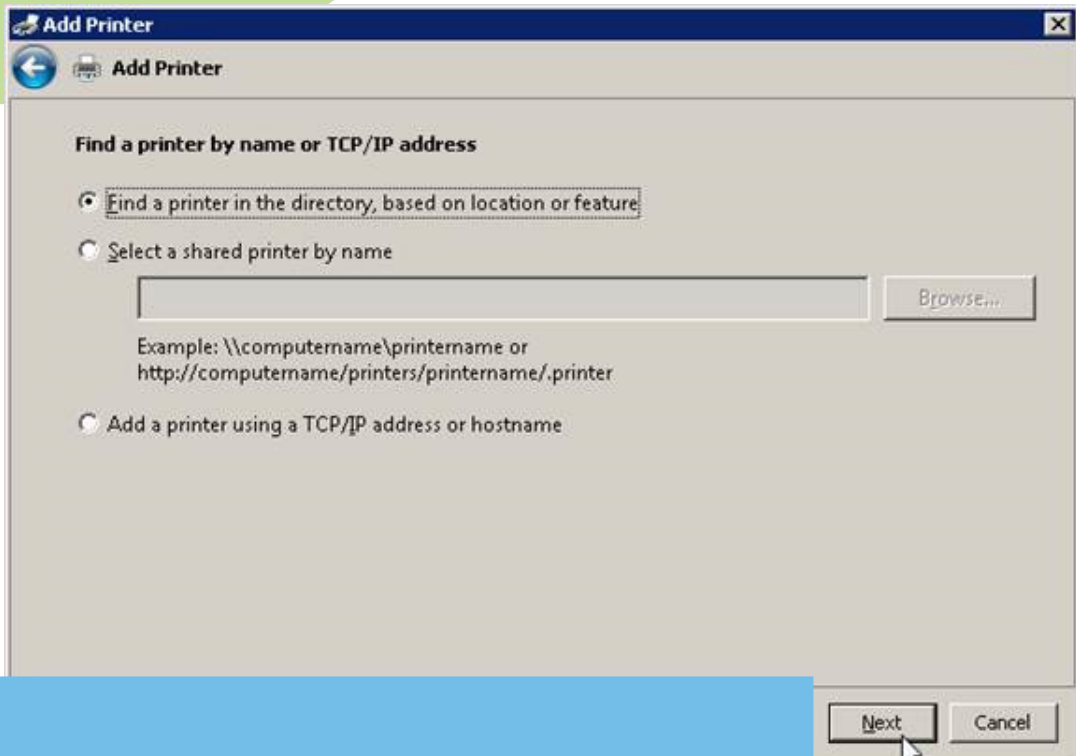
See below:



Let it search for printers, and then click on the “The Printer that I want isn't listed” button:

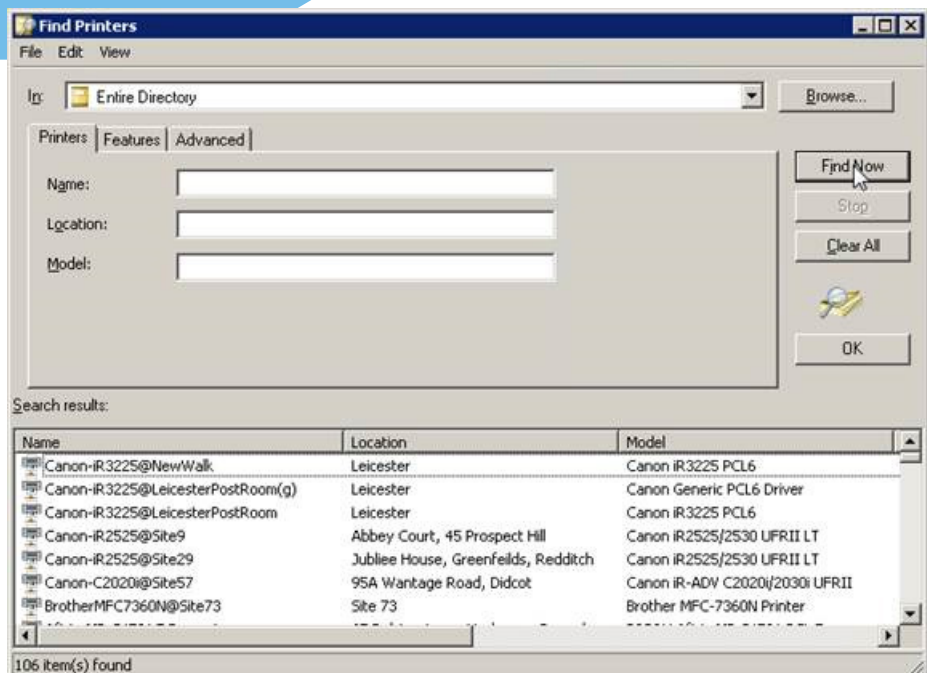


Leave “Find a printer in the directory, based on location or feature” selected and click Next:

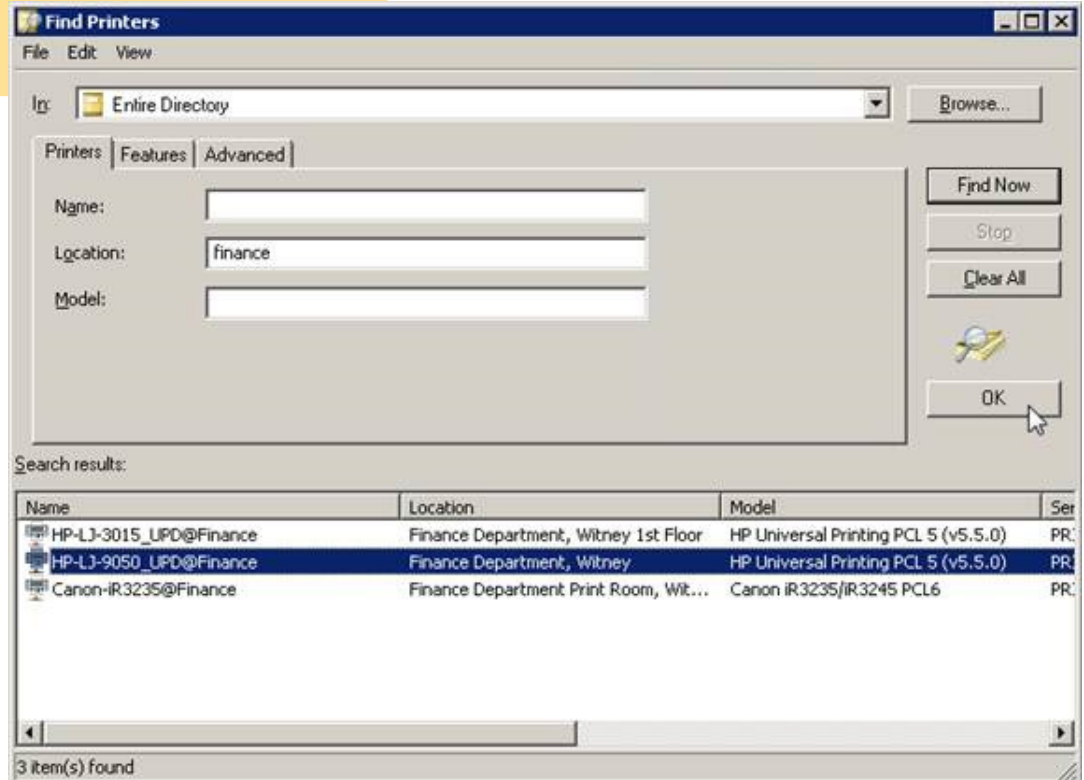


The Directory will appear. Use the search terms at the top of the page to find the printer you want, or scroll down and click on the printer that you'd like. If you are not sure which printer you should be using, ask a colleague that uses the same printer to check the name for you, or contact ICT.

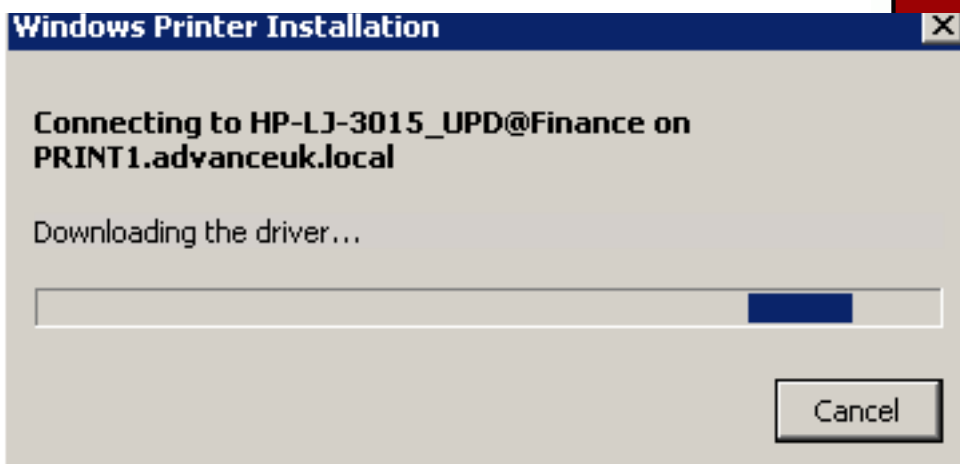
Scroll down the list:



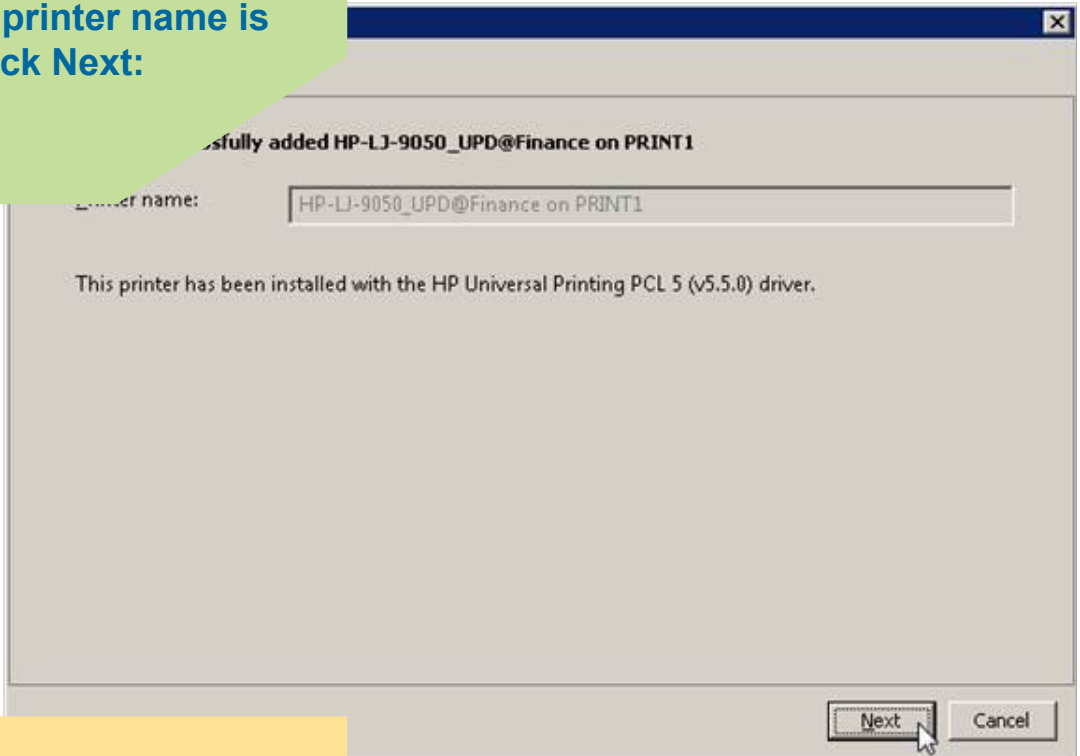
Or use the filter by entering your search times and click “Find Now”. Once you’ve found your printer highlight it and click OK:



If you haven't had a similar printer on your computer before, it may need to install a driver. It should do this without prompting you. Please contact ICT if you have any issues during the install:



Verify that the printer name is correct and click Next:



The printer has been added to your computer. Click to print a test page and/or click Finish:

