**Adding Printers**

Printers in the Physics are all connected through the network. This means you can print to any printer you have permission to on the network.

*To add a network printer:*

1. Click the start menu on your desktop and click “Printers”

2. Click “Add a printer” in the Printers window
3. On the Local or Network Printer screen, select “Add a network, wireless or Bluetooth printer”

4. On the Select a Printer screen, select the printer you want from the list and click next.

5. If you cannot find the printer you need in the list select “The printer that I want isn’t listed”

6. Select next.
7. On the find Printers window, click the “Find Now” button on the right hand side.

8. Click once on the printer you want to install from the list and click “OK”
   a. Printer names include the room number and what type of printer it is.
   b. Scrolling to the right also gives you the location and comments about the printers.
9. Choose whether or not you want the printer to be your default printer and click “Next”
10. Click “Finish”