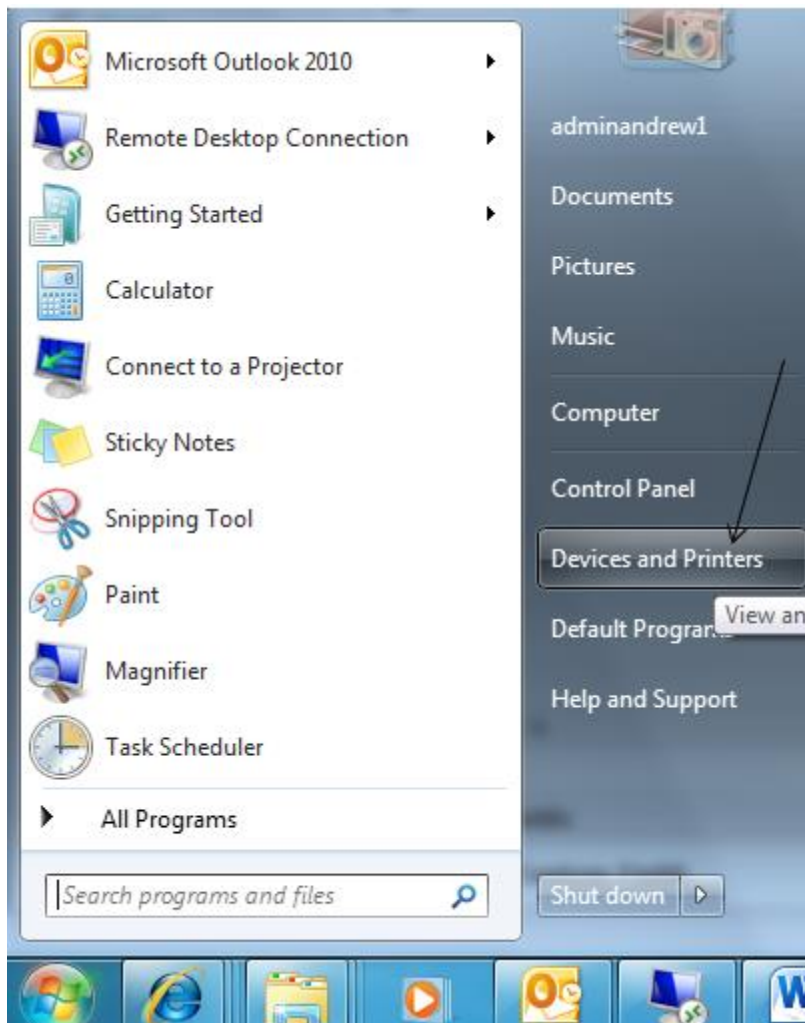


## Laptop 101 – Adding a Printer

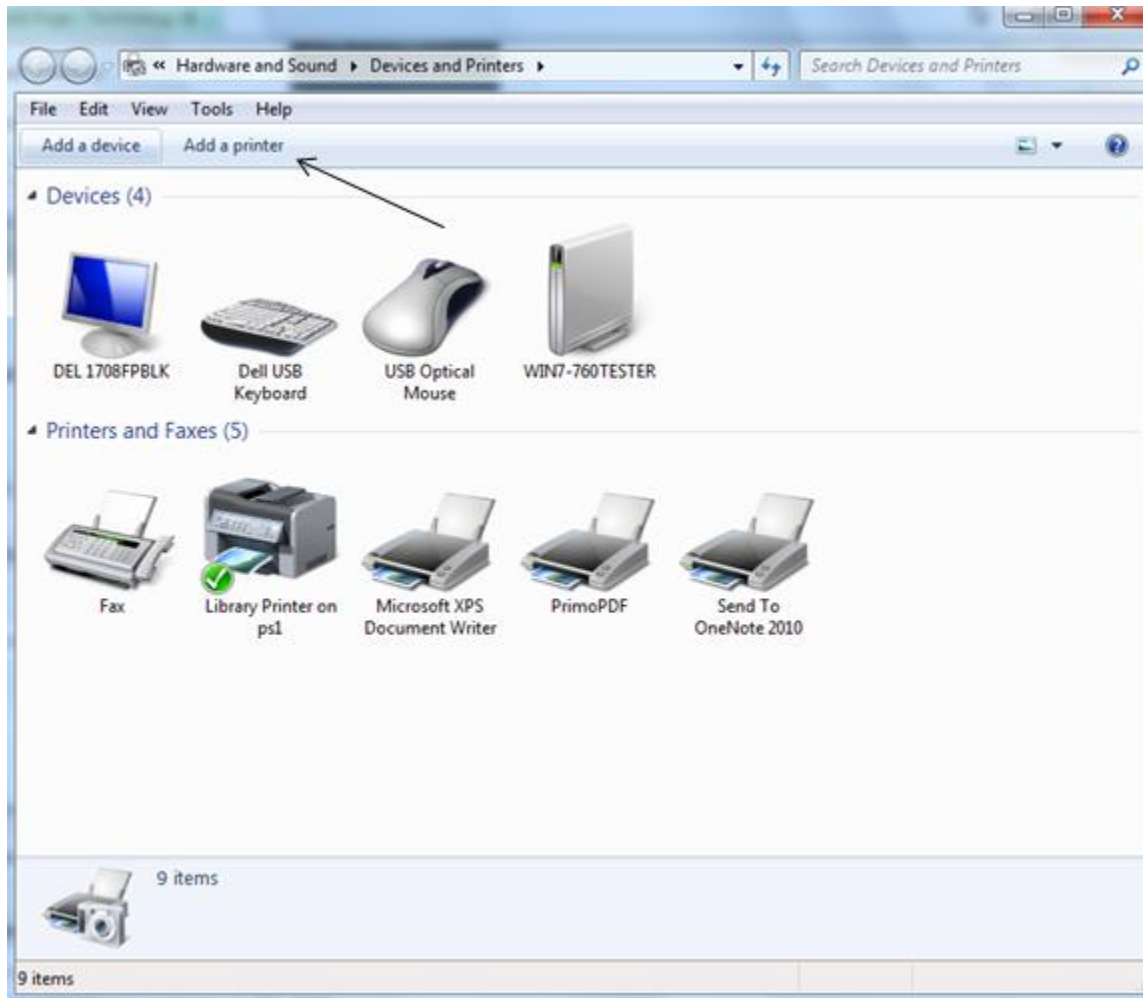
NOTE: As of September 2015 all printers will be on the “PS” network. Any printers that you have installed that say “PS1” (as in the examples below) will no longer function. Remove these printers and re-add them on the new “PS” network by following these same steps.

To add a printer:

1) Click “Start”, then “Devices and Printers”.

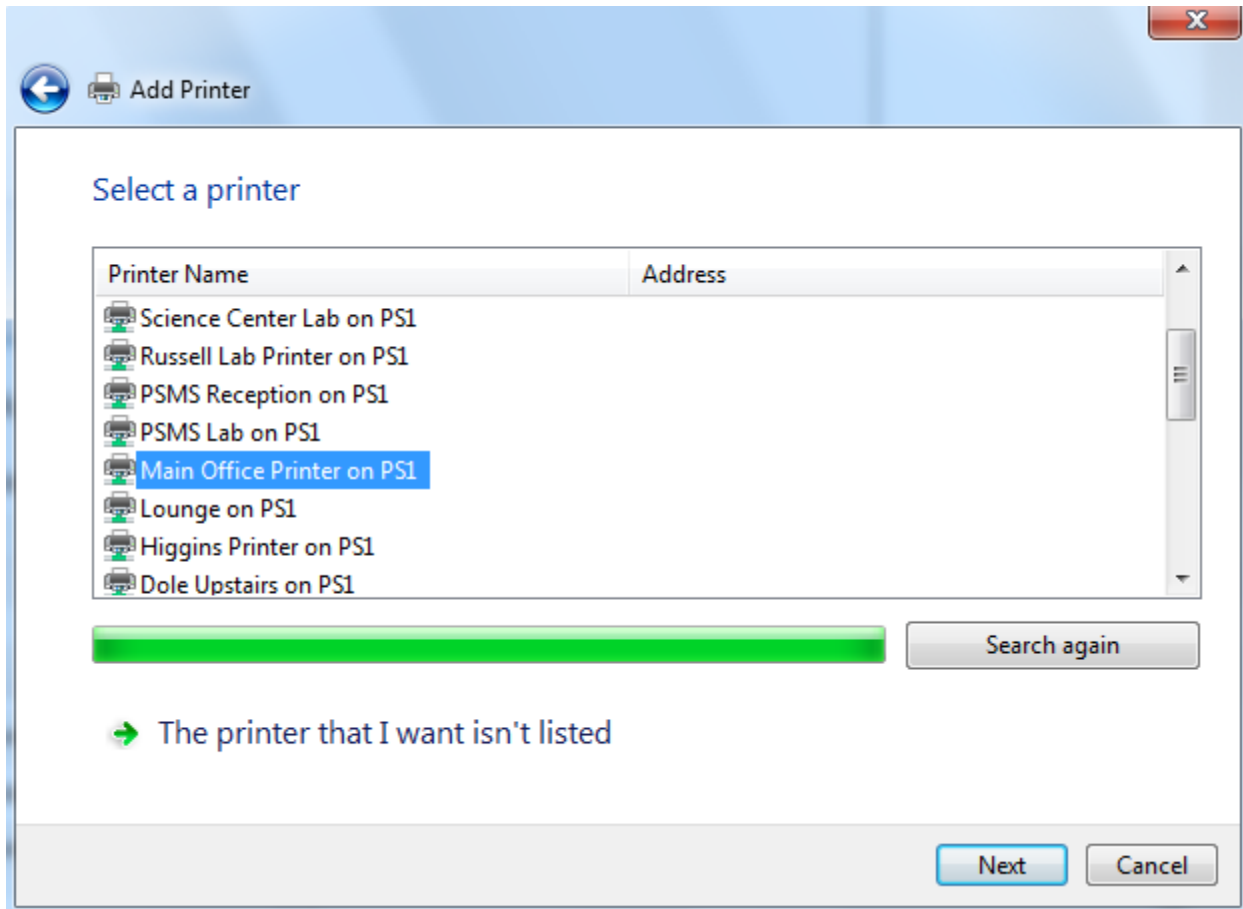


2) Click “Add a Printer”.



3) Click “Add a network, wireless or Bluetooth printer”, then click “Next”

4) A list of network printers will now appear. Highlight the desired printer and click “Next”.



5) It will now connect and setup your printer. If asked to agree or install, click okay. It will say “you have successfully added xxxxx on PS”. Click “Next”.

6) Select whether you want the printer to be your default device for printing. Click “Finish” and you are ready to print.

