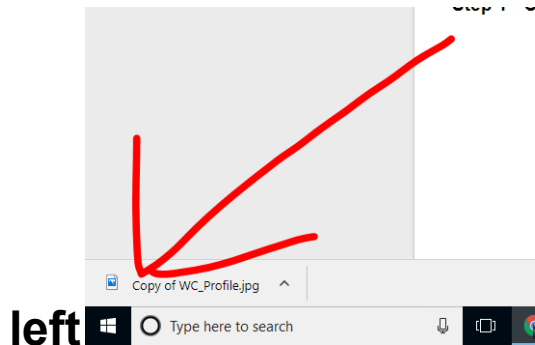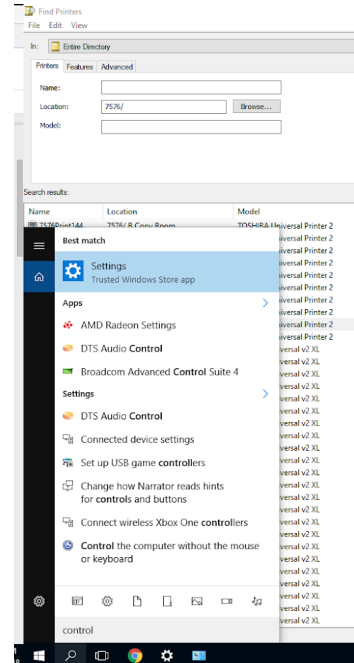# Adding a Printer on your Laptop or Desktop Computer at West Charlotte High School
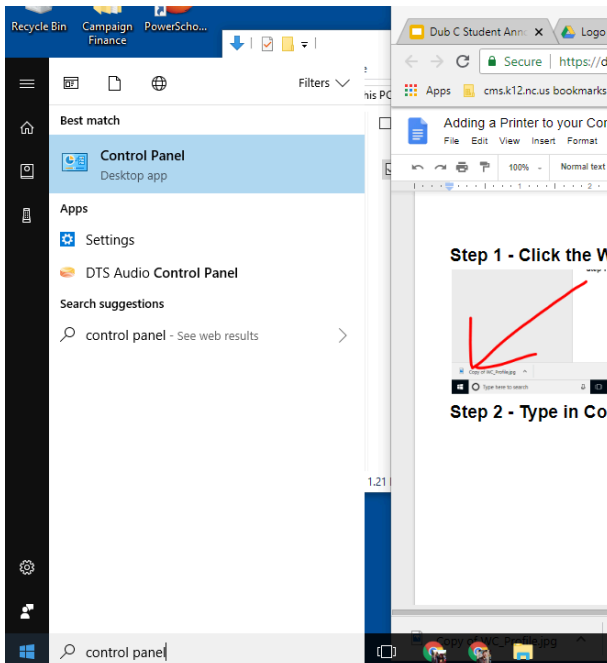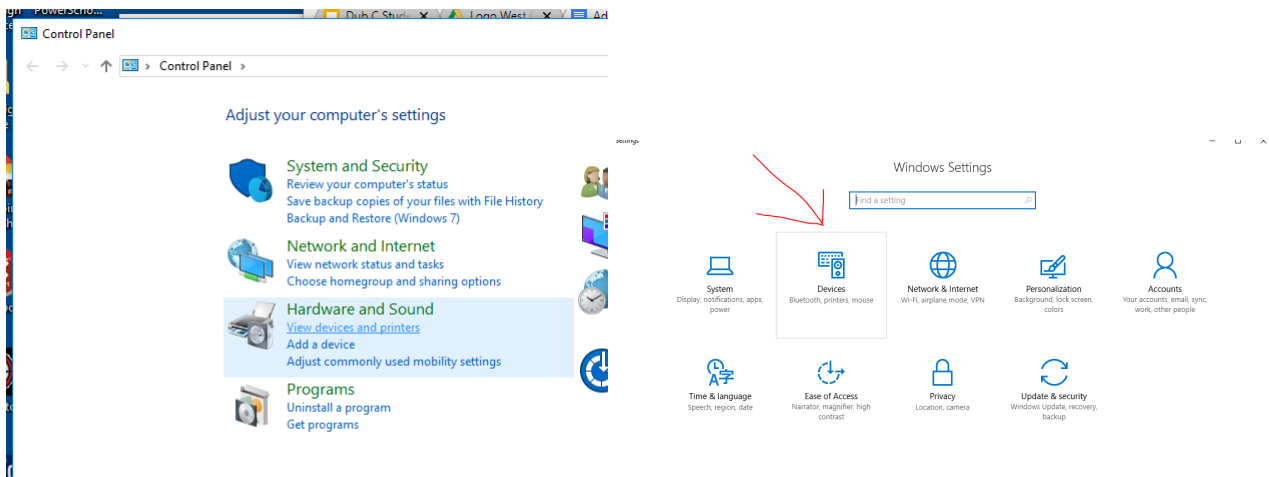

Step 1 - Click the Magnifying Glass or Search bar at the bottom
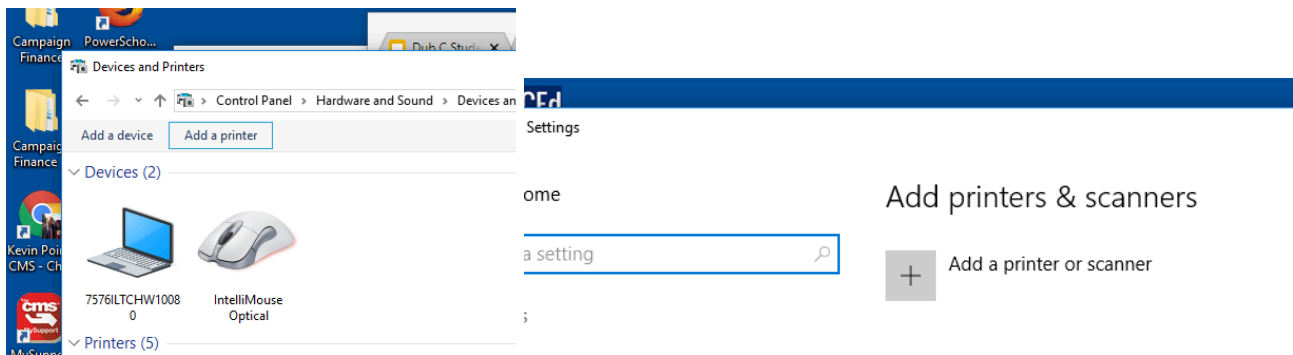

left

Step 2 - Type in "Control Panel" in the search bar and click it. If "Control Panel" does not pop up, click "Settings"
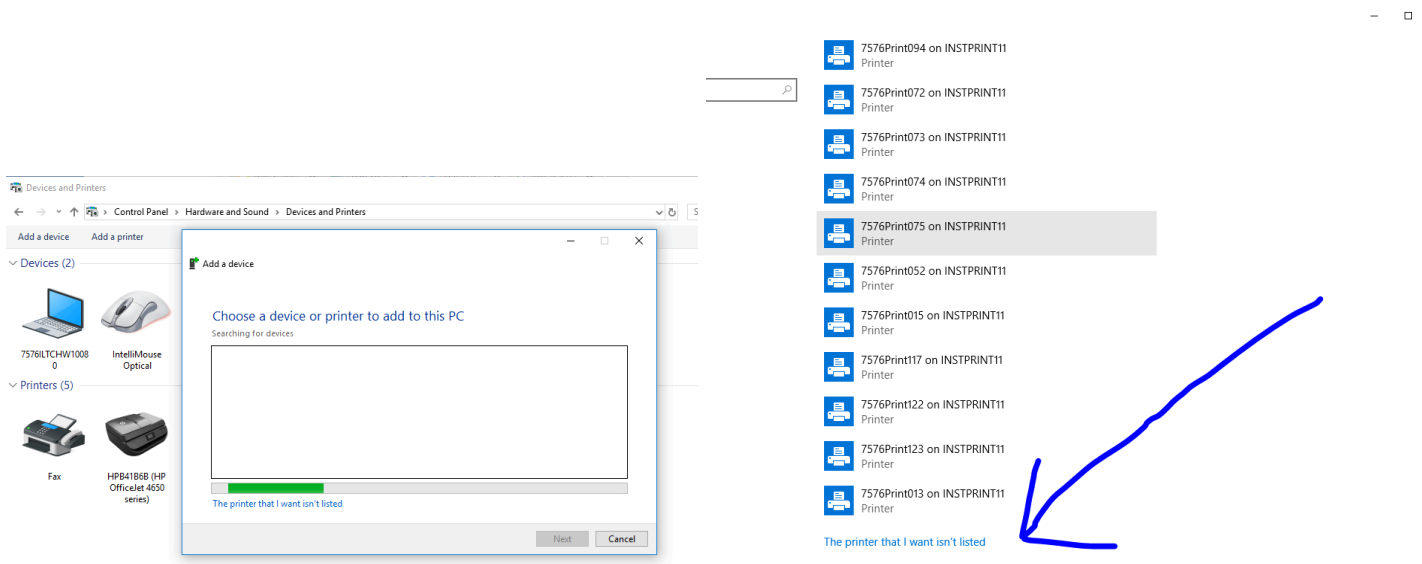
Step 3 - Click "View Devices and Printers"or "Devices"

Step 4 - Click "Add a Printer" or "Add a printer or scanner"

Step 5 - Click "The Printer that I want isn't listed." If a long list of printers comes up, scroll all the way to the bottom and you should see it.

Step 6 - Select the 2nd option down - "Find a Printer in the Directory." Then click "Next."

Step 7 - Expand this window by clicking the square logo in the top right.

Click the column heading titled "Model." Sort the columns by clicking the column heading. (Hint: If you are looking for a Black Toshiba Copier" - sort by model so that the Toshibas are on top.

Step 8 - Select the Printer you'd like to add and select "OK."

IMPORTANT: Once the printer is added, select "Test Print" to see if it prints. If it prints, great! You did it!!

If it does not give you the option to "Test Print" - the printer may be unplugged in the room. Simply plug it in to get it back online.

If it does not print, the printer you want to print from may not be listed in the directory correctly and a <u>ticket should be submitted here.</u>