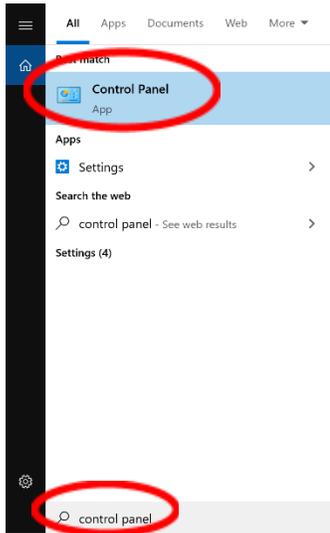# Add a printer to Windows laptops
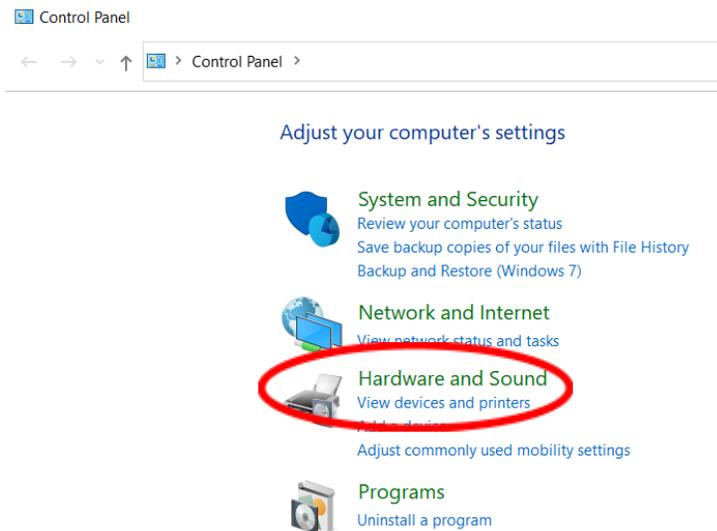
1. Click on the **Search** button next to the Windows Menu.
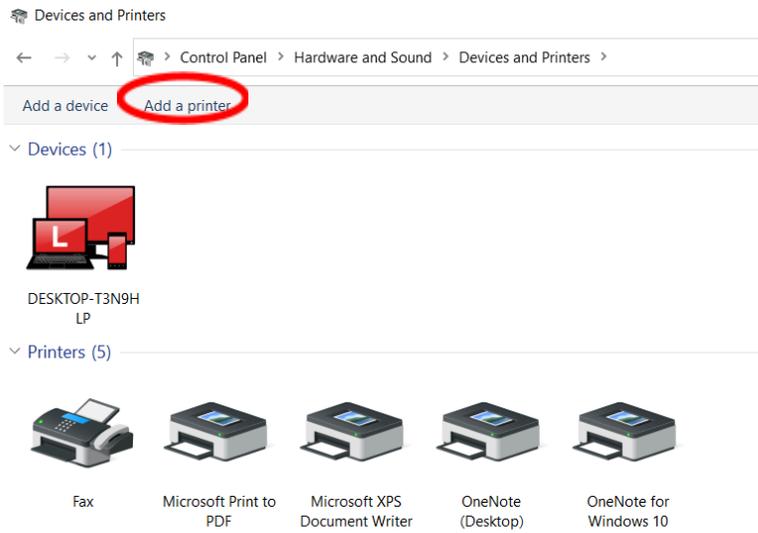
   10 items

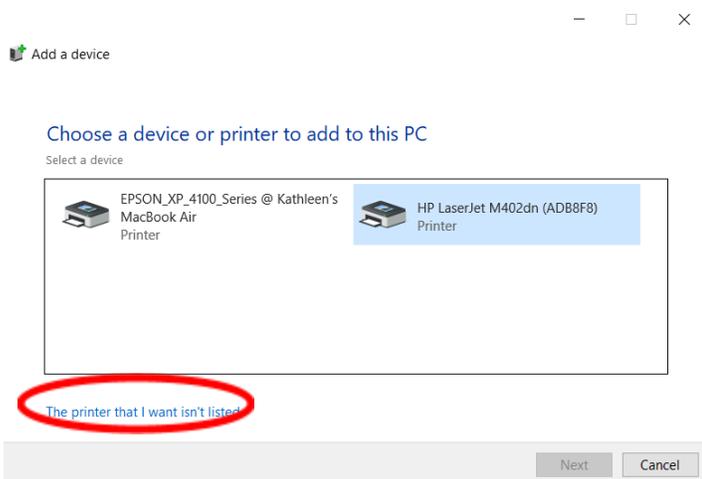2. In the Search box type **control panel.** Click on the **Control Panel** app to open it.

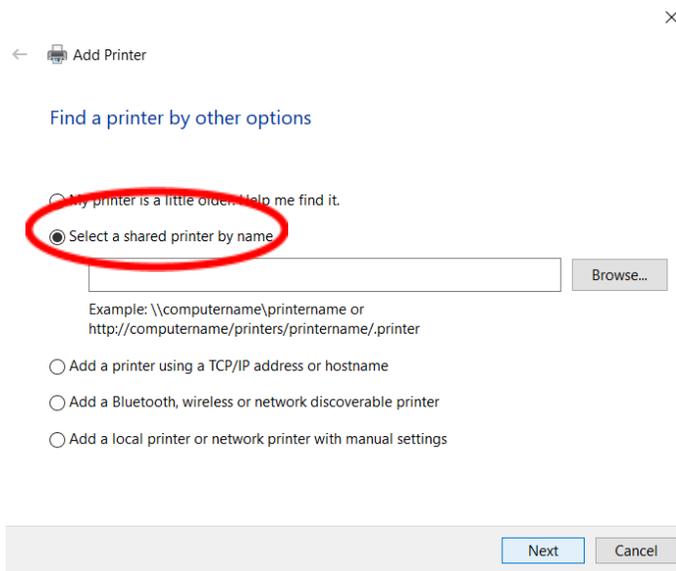3. Under the **Hardware and Sound** menu, click on the link that says: **View devices and printers.**

   Control Panel

   Control Panel

   Adjust your computer's settings

   System and Security
   Review your computer's status
   Save backup copies of your files with File History
   Backup and Restore (Windows 7)

   Network and Internet
   View network status and tasks

   Hardware and Sound
   View devices and printers
   Adjust commonly used mobility settings

   Programs
   Uninstall a program

4. On the **Devices and Printers** window click on **Add a printer.**

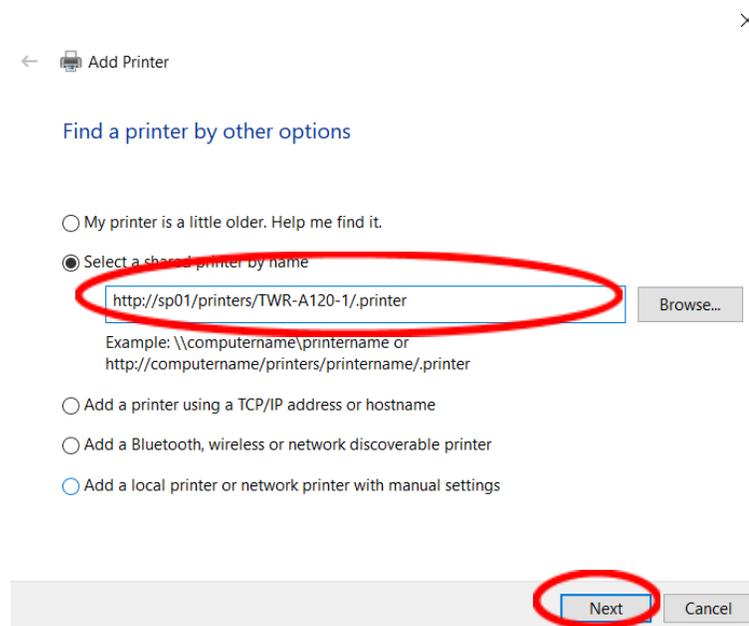5. Click on **The printer that I want isn't listed.**

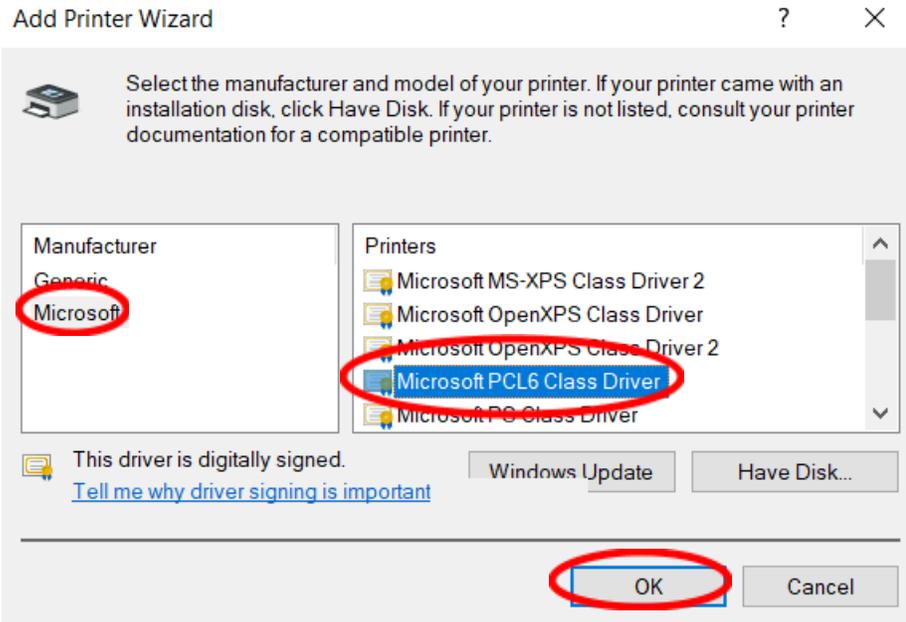6. Click on the radio button next to **Select a shared printer by name.**

7. Type the name of the printer you would like to connect to in the box and then clik on **Next**.

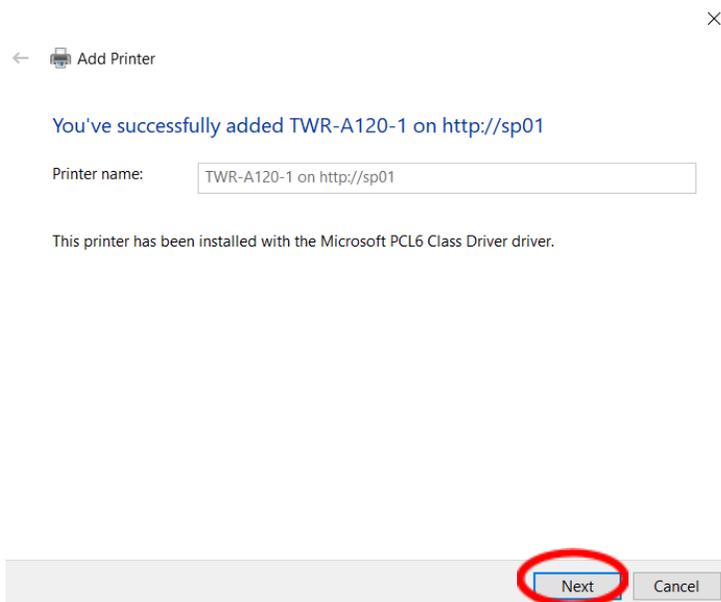## Type the name of the printer exactly as it is shown below.

   a. The printers that are available to connect to are:
      i. http://sp01/printers/TRHS-A120/.printer
      ii. http://sp01/printers/TRHS-A110/.printer

8. When the select manufacturer and model window appear; select **Microsoft** and **Microsoft PCL6 Class Driver.** After you have selected those options click on **OK** to continue.

9. Click on **Next.**

10. Click on **Finish.**

← 🖨 Add Printer   ✕

You've successfully added TWR-A120-1 on http://sp01

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

Congratulations, you have successfully added a printer to your laptop. This printer is now available from your print menu. Follow these instructions to add any of the other printers you may need.