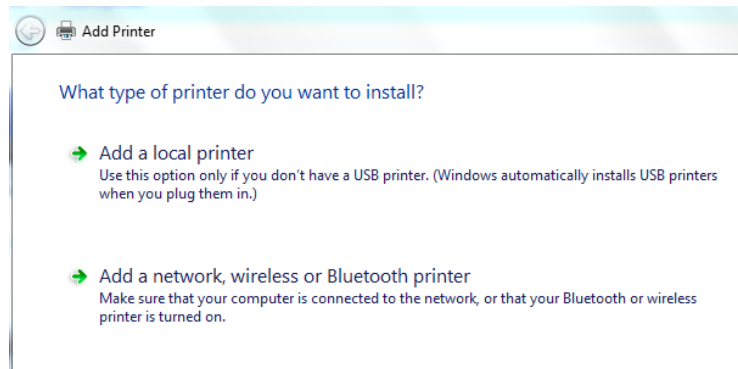


Add a Printer Instructions

1. Click on the **Windows tab** in the lower left hand corner of the screen
2. Click on “**Devices and Printers**” on the left hand side
3. Click on “**Add a Printer**” (near the top of the window)
4. Click on “**Add a network, wireless or Bluetooth printer**”



5. Click on “**The printer I want isn’t listed**”

→ The printer that I want isn't listed

6. In the box, type in **\\printers** using the backslash key above the enter key

Find a printer by name or TCP/IP address

- ☐ Find a printer in the directory, based on location or feature
- ☒ Select a shared printer by name

\\printers\

Browse...

Example: \\computername\printername or
http://computername/printers/printername/.printer

7. Scroll down and click on: **\\printers\hs_wlanguagelab_printer**

- ☒ Select a shared printer by name

\\printers\hs_wlanguagelab_printer

Browse...

Example: \\computername\printername or
http://computername/printers/printername/.printer

8. Click on “**Next**” and then “**Finish**”
9. If you have opened a print screen already, be sure to close it and reopen the Print function.