How to Setup a Networked Printer

To setup a networked printer, follow these steps:

1. Click the Windows Start button, located at the bottom left corner) to open the Start Menu.

2. Click Devices and Printers.

3. Click “Add a Printer” (located below the menu bar in the Printers and Devices window).
4. In the Add Printer window, click “Add a network, wireless, or Bluetooth printer”.

5. If you get “No Printers found”, click “The printer that I want isn’t listed”.

6. Make sure the round (radio) button “Select a shared printer by name” is selected, then click the Browse button.
7. In the “Please select the network printer you want to use and click Select to connect to it” window, scroll down, then click he print server FM-MAVERICK, then click the Select button.

9. In the “Add Printer” windows, click Next.

10. If you are asked to allow the installation of a printer driver, allow it.

11. In the “Add Printer” window, click Next.
12. In the “Add Printer” window, click Finish.

13. Repeat steps 1-12 for each printer you want to connect to.
To set a default printer:

14. Repeat steps 1-3.

15. Right click the printer to be set as default.

16. Click “Set as default printer”. This printer should now have a green check mark on the device’s icon.

## Change History

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<th>Date</th>
<th>Description</th>
<th>Changed By</th>
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<tr>
<td>28 March, 2012</td>
<td>Created Document</td>
<td>Tim Haight</td>
</tr>
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