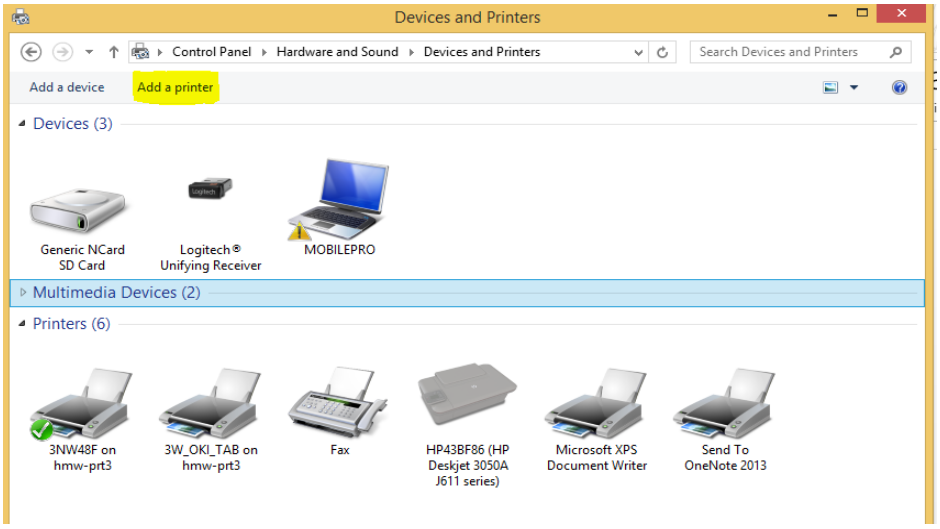
PowerUp
HISD | TRANSFORMING TEACHING AND LEARNING

WINDOWS 7 MIGRATION

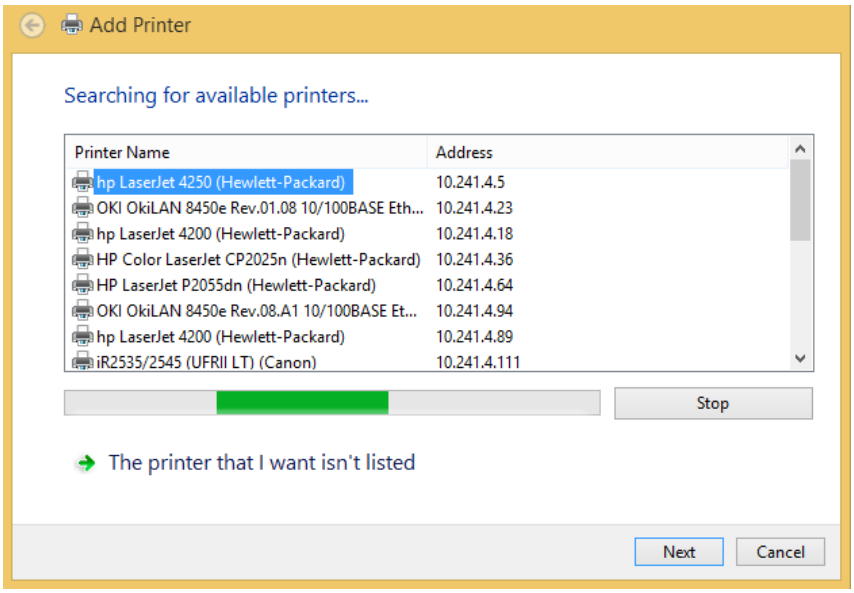
How to Install a Network Printer

Method 1

1. Open Devices and Printers by clicking the Start button, and then, on the Start menu, clicking Devices and Printers.
2. Click Add a printer.



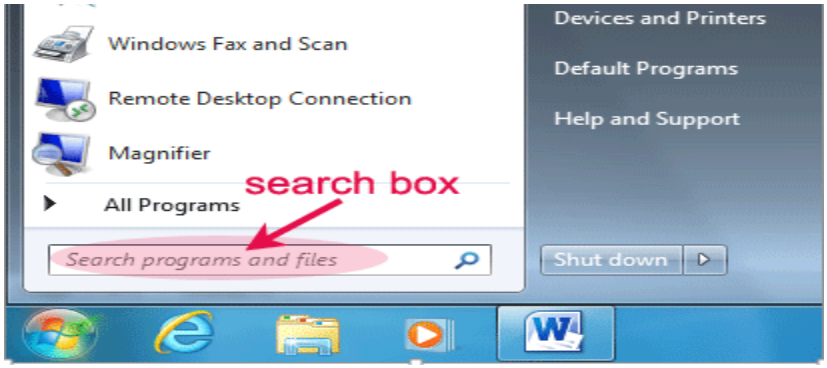
3. In the Add Printer wizard, click Add a network, wireless or Bluetooth printer.



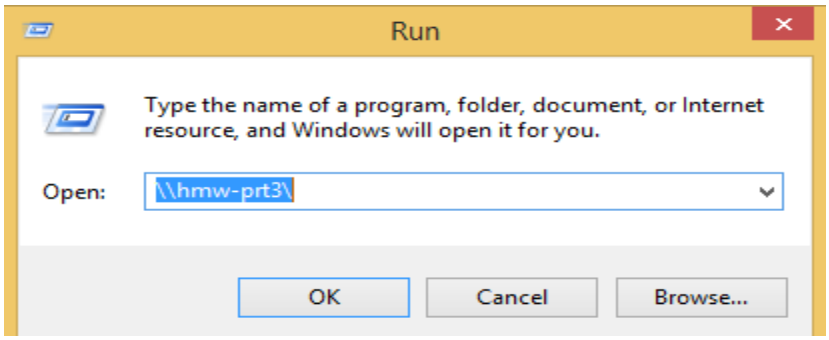
4. In the list of available printers, select the one you want to use, and then click “Next”.
5. If prompted, install the printer driver on your computer by clicking Install driver. Complete the additional steps in the wizard, and then click Finish.
6. Your complete please print a test page to confirm.

Method 2

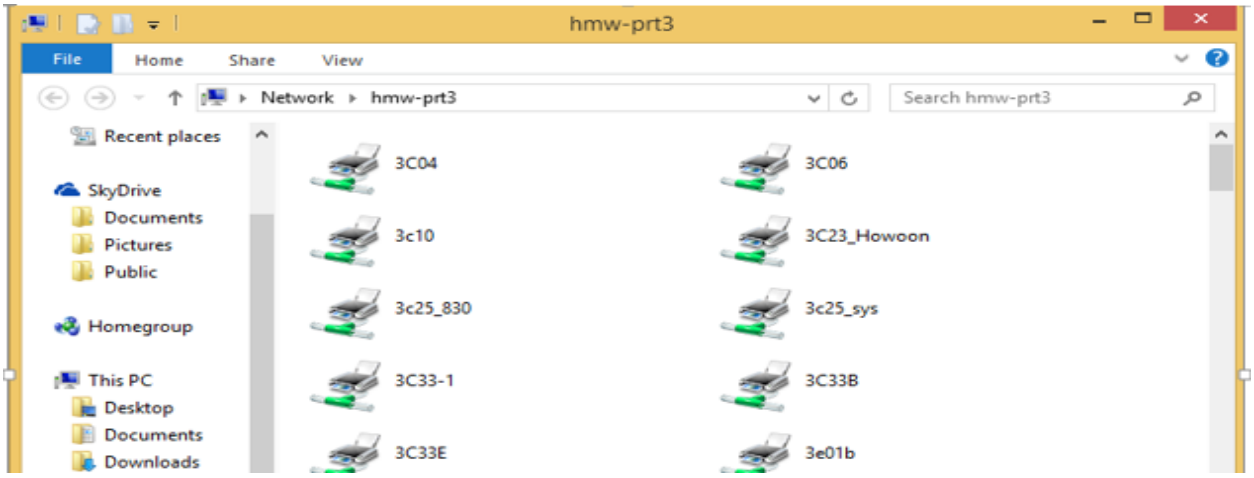
1. Open Devices and Printers by clicking the Start button and enter the name of your print server in the search box



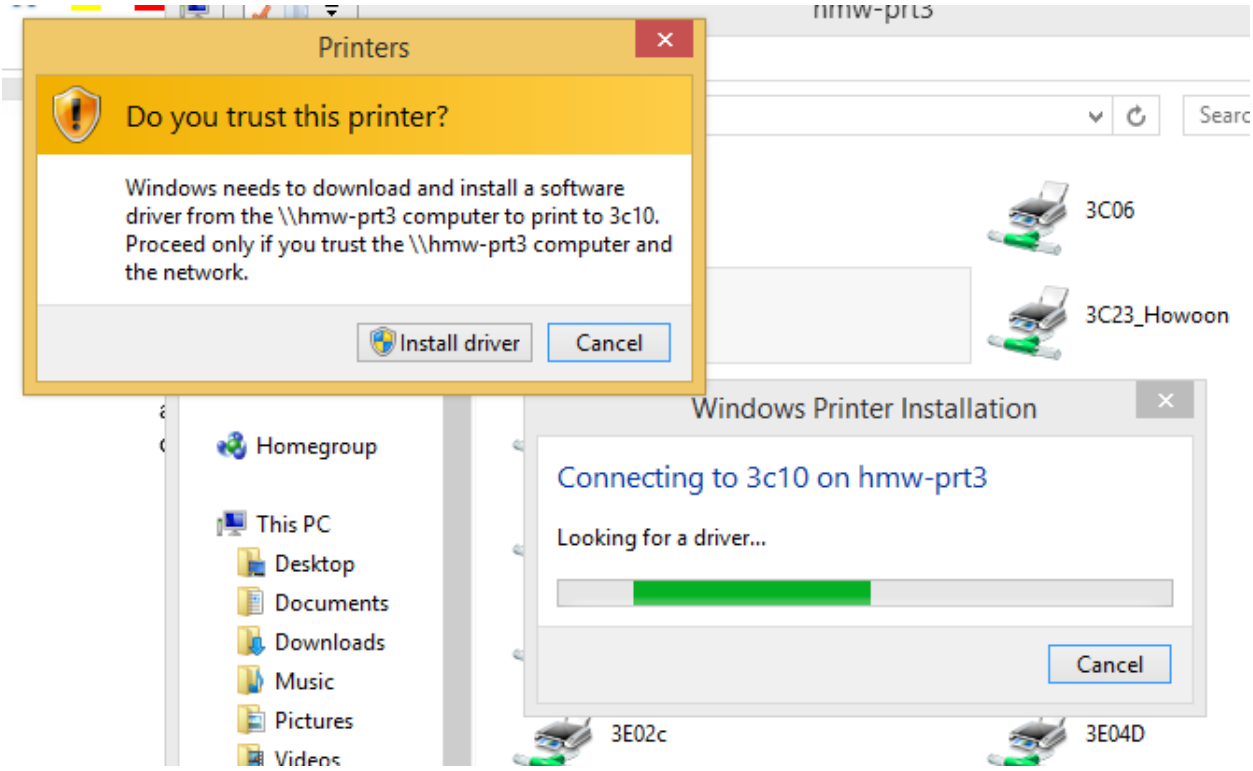
This is an example of a printer server address \\Printserver\Printername or \\hmw-prt3\3nw48f



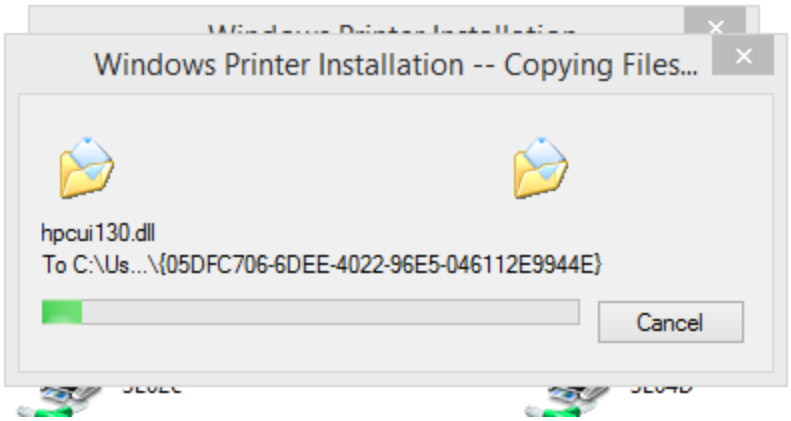
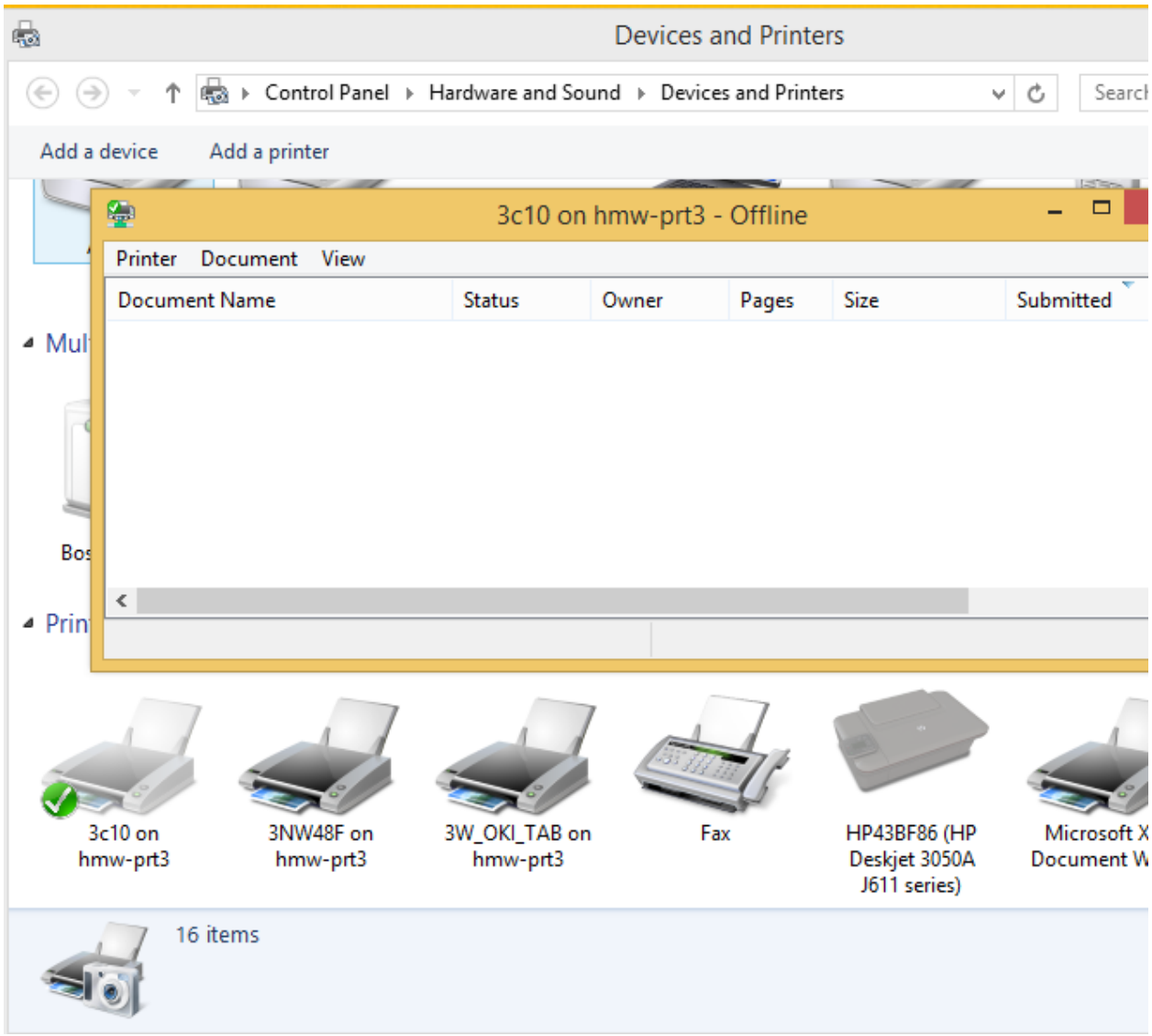
2. You can also browse to your printer by typing in the print server i.e. \\hmw-prt3 and pressing enter. You will see a list of printers that you can choose from and simply double click in order to add the printer. You will see a few screens during the installation process.



3. Click Install driver and select yes if it ask you to allow the printer access to your system.



11 The process for installingf the drivers will take anywhere from 3 to 10 minutes



4. Your printer should be installed and ready to use if you Click Start and Select Devices and Printers you will see the below screen.