SETTING UP A PRINTER

1. Open the “Devices and Printers” folder in the Start menu.

2. Double-click on “Add Printer” at the top of the screen.

2. Select “Add a network, wireless or Bluetooth printer”.

   What type of printer do you want to install?

   - Add a local printer
     Use this option only if you don’t have a USB printer. (Windows automatically installs USB printers when you plug them in.)

   - Add a network, wireless or Bluetooth printer
     Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.
3. Click the link at the bottom of the screen “The printer that I want isn’t listed”.

4. Make sure the button to the left of “Select a shared printer by name” is marked. In the white box below type `\sp`. This will give you a list of all of the printers in Facilities.
5. All the printers available at Facilities can be found by scrolling up or down. Select a printer that closely resembles the functions you do, or ask others in your immediate area which printer should be selected. Click Next.

6. Once the drivers are loaded, the system will display that you have successfully added the printer. Click Next to continue.

7. After clicking on “Next”, you will a screen that allows you to select the printer as your default printer. Check the box if you want all printing to go to this printer. Press Finish to conclude the wizard.