

Adding a printer to Windows 10

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1. Adding through printer directory

- Firstly, find the **name of the printer you want to add** – it should be labelled by a white sticker on the device. in the format of xxPR01 If you are not sure about the name, ask a colleague.
- Click on the **Start Menu**, and type "**Control Panel**" to search for it, and then click on the result. In Control Panel click on '**View Devices and Printers**'

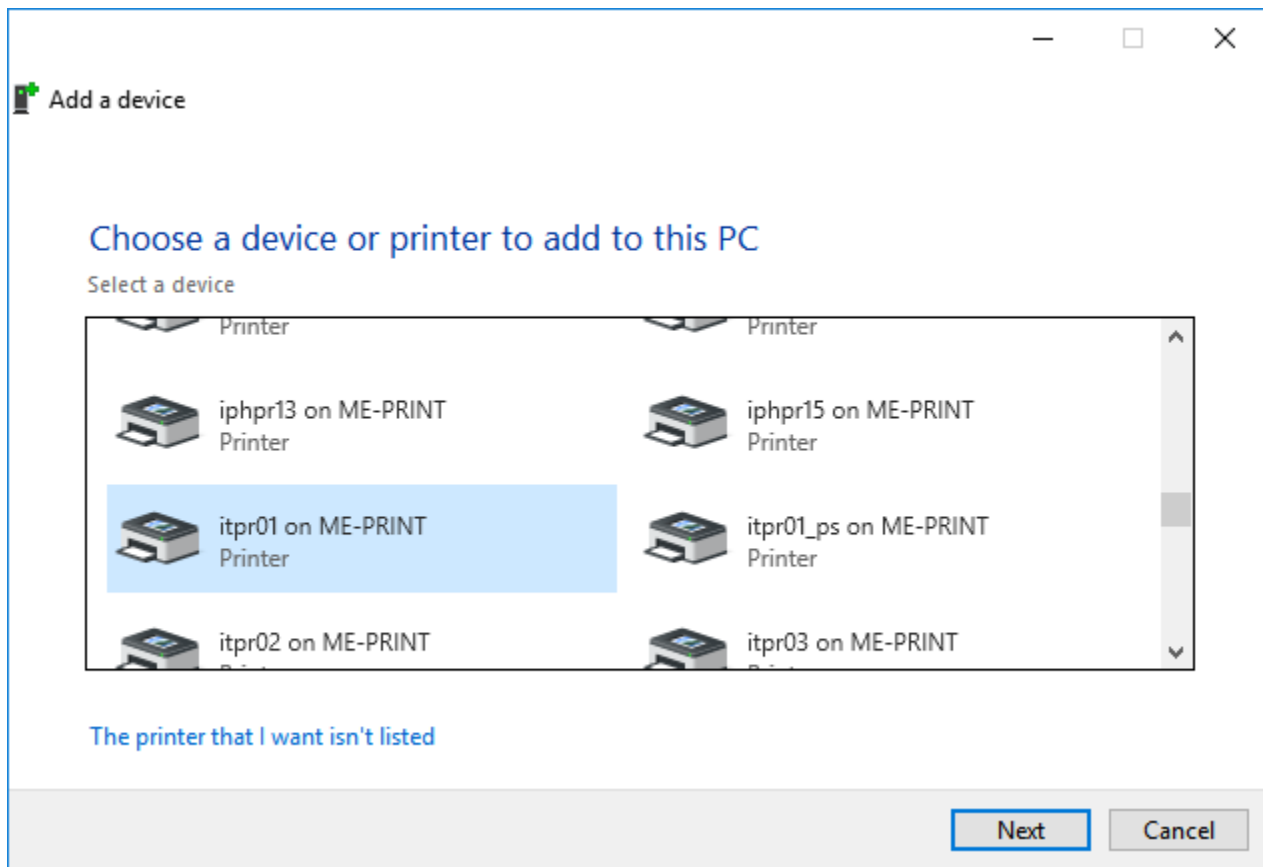
The screenshot shows the Windows Control Panel interface. At the top, there is a search bar containing 'Control Panel' and a search button. Below the search bar, the text 'Adjust your computer's settings' is displayed on the left, and 'View by: Category' is on the right. The main content area is divided into two columns of settings categories. The 'Hardware and Sound' category is highlighted with a red arrow pointing to the 'Add a device' link. The categories and their sub-links are:

- 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 (highlighted with a red arrow), Add a device, Adjust commonly used mobility settings
- Programs**: Uninstall a program
- User Accounts**: Change account type
- Appearance and Personalization**
- Clock and Region**: Change date, time, or number formats
- Ease of Access**: Let Windows suggest settings, Optimize visual display

- Click on '**Add a Printer**' near the top of the window.

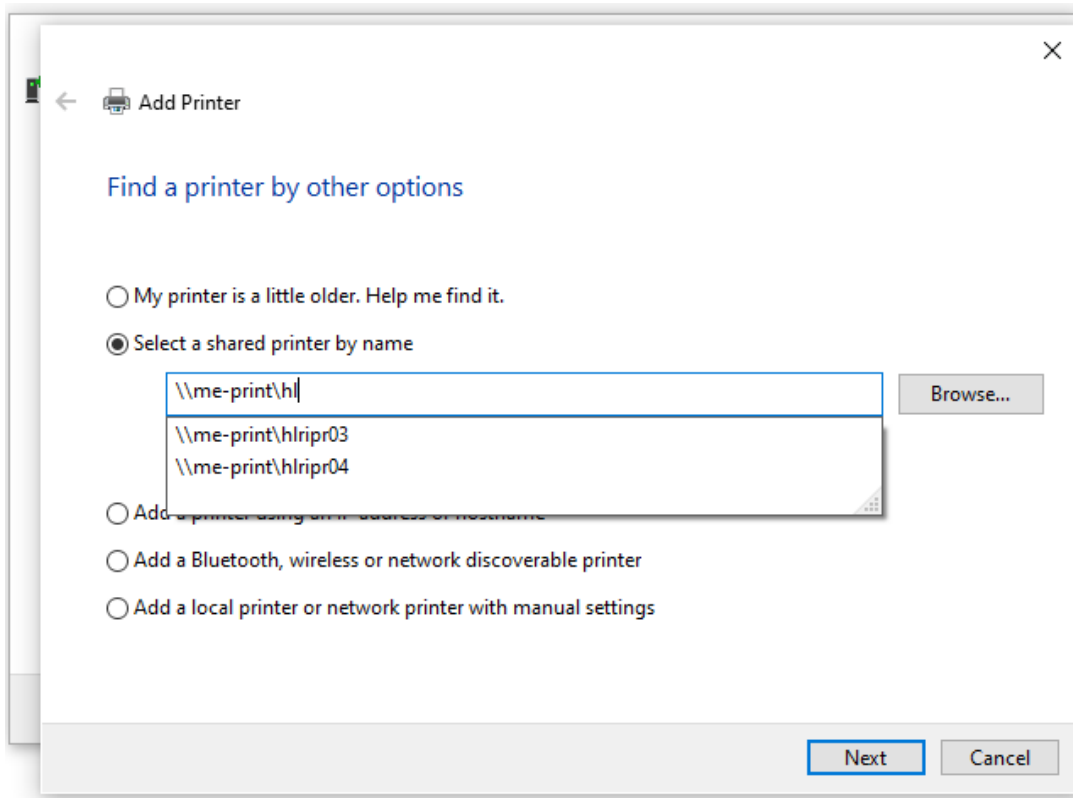


- A list of printers should appear, it may take a moment.
- Select the printer you want to add and click **Next**.



2. Adding manually (if not in directory)

- If you can't find the printer on the list or the list was blank, click on the '**The printer that I want isn't listed**' button.
- Select the radio button labelled '**Select a shared printer by name**'
 - Enter the CSCS print server name followed by the name of the printer, printers matching what you type will appear and you can select the correct one like in the screenshot below
 - Printer server name: `\\me-print\`



- Click the **Next** button. The printer driver software will then be installed.
- Click the **Next** button again.
- If you want this to be your default printer, make sure that the '**Set as the default printer**' checkbox is checked.
- Print a test page and then click **Finish**.
- If your printer has a user code or secure code that you need to input follow these instructions [Print Tracking and Printer Secure Codes](#)