

**Video Title: Adding A Printer****TI: 11.3.7**

<b>Step 1</b>	<b>Description</b>
#1 <b>video 1</b>	Click on <b>Start &gt; Setting &gt;</b> and <b>Printers</b> . This will open the printer window. Double click on <b>Add Printer</b> .
#2 <b>video 1</b>	This will start the 'Add Printer Wizard'. The wizard is designed to guide users through a quick and easy process of adding their printer
<b>Step 2</b>	
#3 <b>video 2</b>	Next it will ask if the printer is going to be a Local or Network printer. To install a local printer select 'Local printer' option. Click <b>Next</b> . Now the user will have the option to select what manufacture and printer he/she is using.
#4 <b>video 2</b>	Click <b>Next</b> , select the appropriate printing port, and click <b>Next</b> . Depending on the printer and computer there are a number of ways to connect the two together. For example: Com port, Parallel port, or USB port. Now there is the option to name the printer or leave it as the default name, and click <b>Next</b> .
#5 <b>video 2</b>	Next the Add Printer Wizard will ask the user if they would like to print a test page. This is recommended to see if the computer and printer are communicating correctly. Then click <b>Finish</b> .
<b>Step 3</b>	
#6 <b>video 3</b>	Now the wizard installs the correct software needed and the printer is installed. An icon will appear with the name of the printer in the Printers dialog box. Another box will appear ask if the test page printed correctly.
#7 <b>video 3</b>	Choose the answer accordingly. If the test page did not print right, select <b>No</b> . A dialogue box will appear on how to troubleshoot the printer installation.