

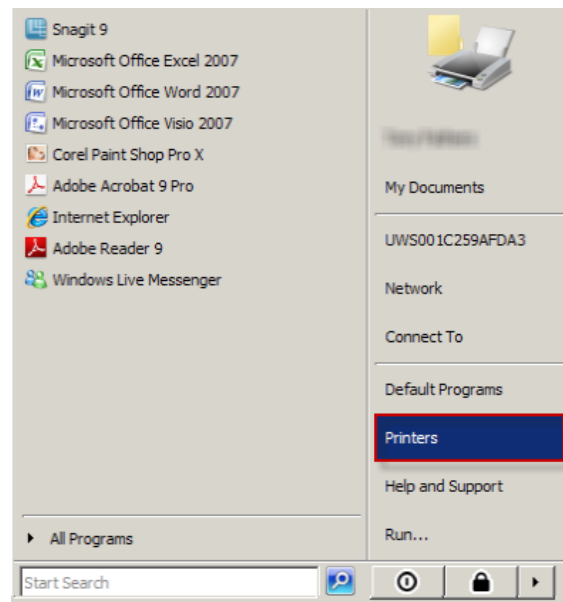
vista - add a network printer

This fact sheet is aimed at staff wishing to connect a standard UWS Windows Vista computer to a network printer. The process is similar in Windows XP, but some windows and steps will be different.

Open Windows

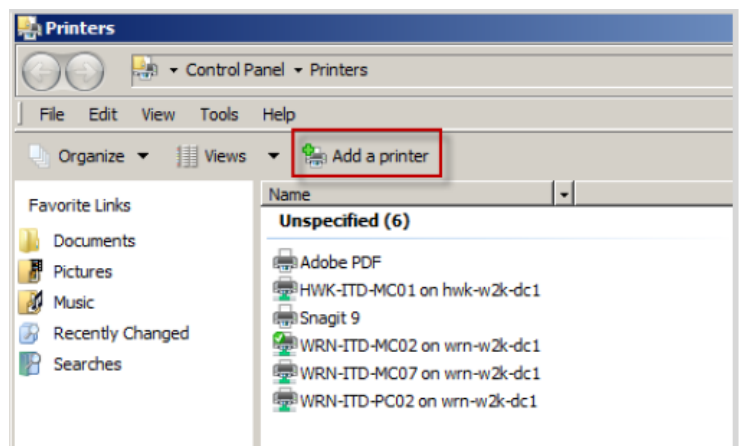
Press Windows' **Start button**.

Choose **Printers** from the Start menu. The Printers window opens.



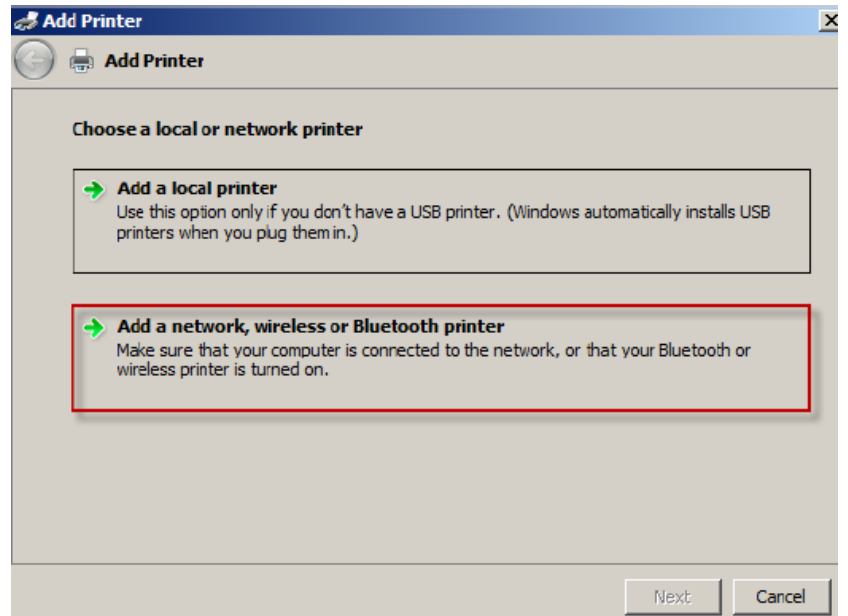
Choose Printers

Click **Add a printer**. The Add Printer wizard starts.



Click Add a Printer

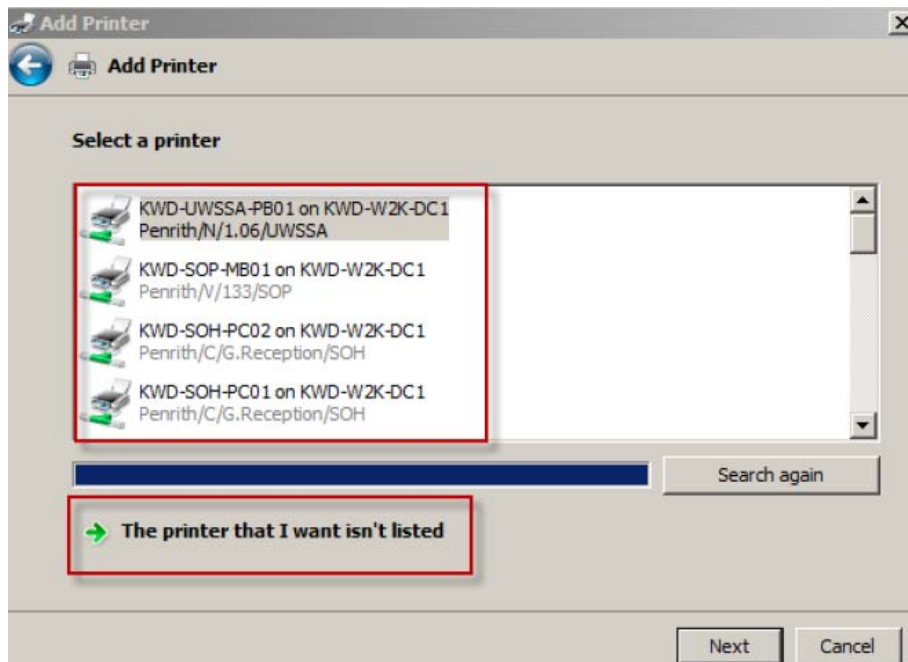
Click **Add a network, wireless or Bluetooth printer**.



Add Printer wizard

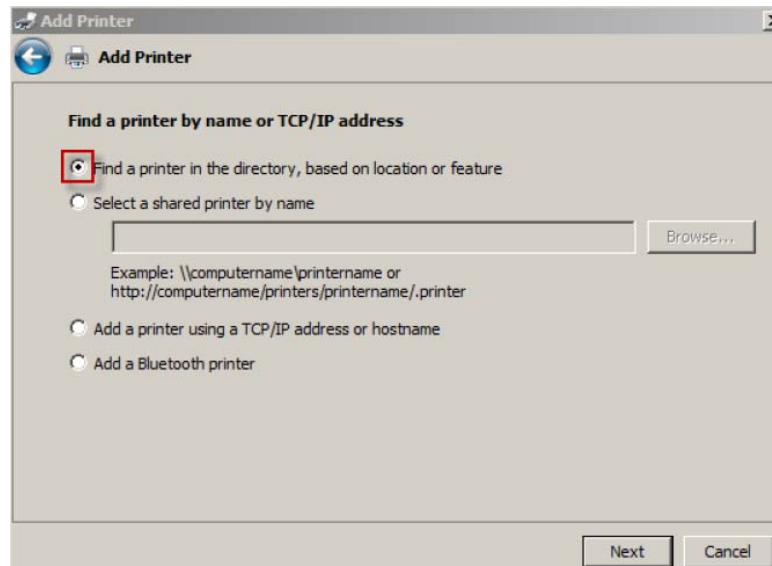
Your computer will quickly search for available printers. If the printer you want appears in the list, select it and press **Next**. Skip through these notes until **install driver** (end of page 4).

If not, click **The printer I want isn't listed**. The Add Printer window will change.



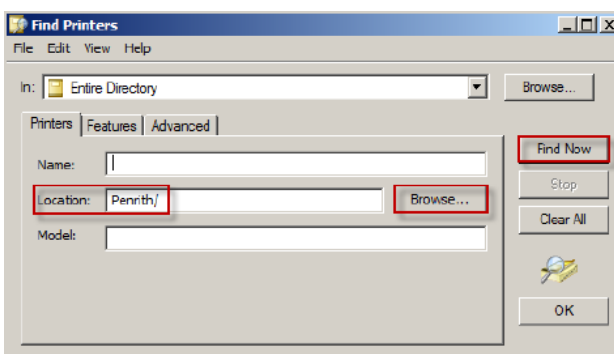
Select printer and press Next

Ensure **Find a printer in the directory, based on location or feature** is checked. Click **Next**. The Find Printers window opens.

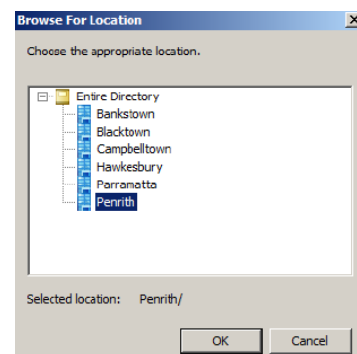


Check the Find a printer... radio button

Click **Browse...** for a list of campuses. Select the campus where the printer is located and click **OK**. You will be returned to the Find Printers window. Note that Penrith includes Kingswood and Werrington North/South campuses.



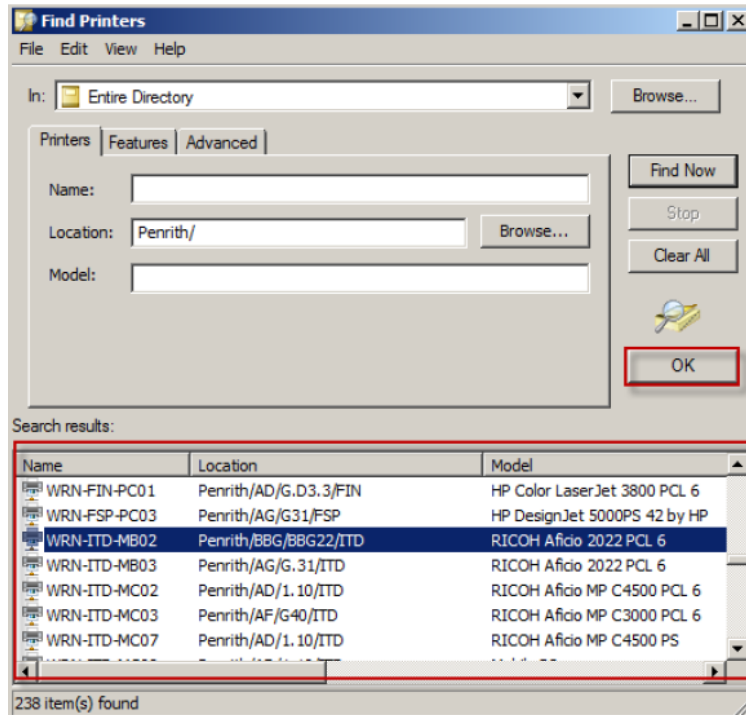
Click Browse or a list of campuses



Select campus

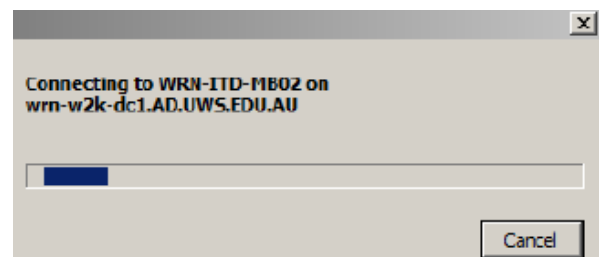
The campus name will appear in the Location field. Click **Find Now**. The window will expand to show a full list of available printers for that campus.

To assist your search, the results include printer name, location and model. Click a column heading to sort that column's information in ascending or descending order. If you scroll to the right, more information about the printers appears. Select the correct printer and press **OK**.



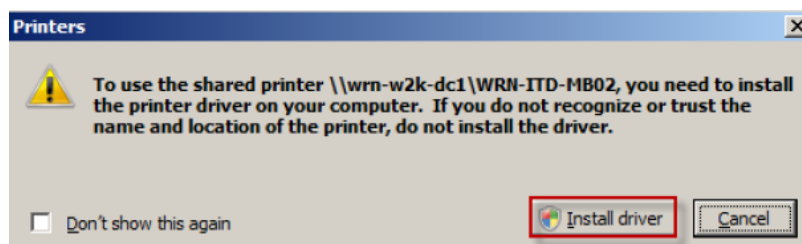
Select printer and press OK

The connecting message appears briefly, to be replaced by the install driver warning:



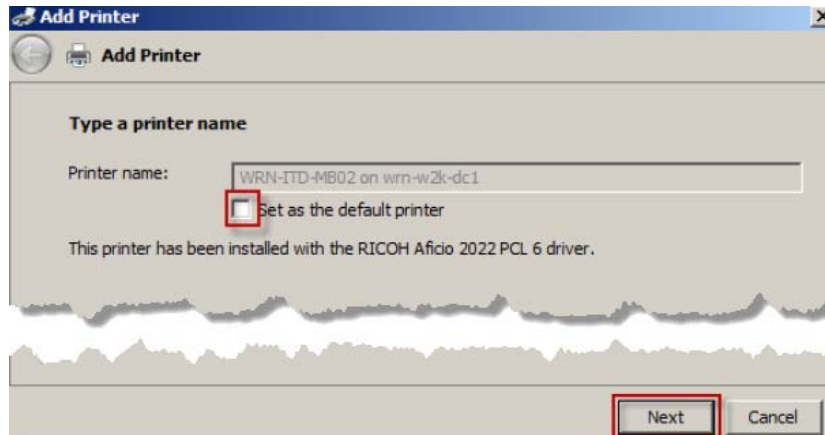
Connecting message

Click **Install Driver**. You will be returned to the Add Printers wizard after installation



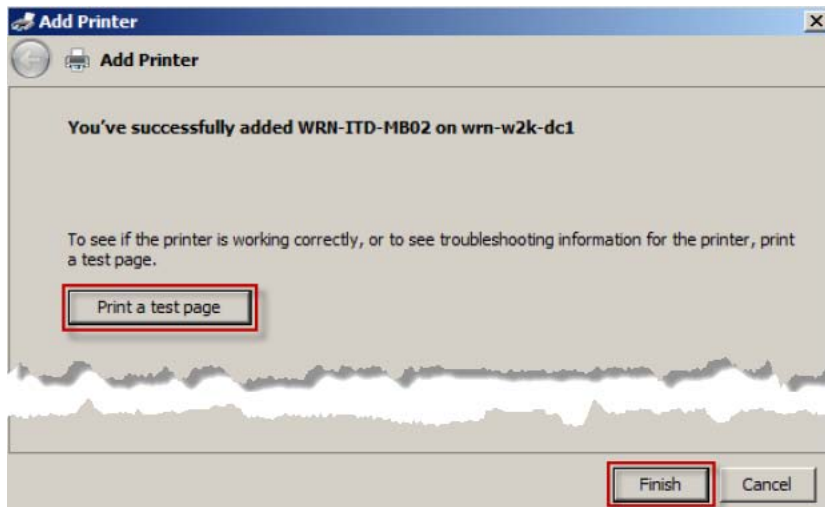
Press Install driver

Tick **Set as the default printer** if you want your newly installed printer to be your default printer. Click **Next**.



Will this be the default printer? Tick if yes

To test your setup, press **Print a test page**. After the test page prints, click **Finish**.



Print a test page and click Finish

Congratulations! You have added a network printer, which now appears in your printer list.

Note: In the list, the default printer's icon is marked with a small tick .



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UWS IT Services Catalogue:	http://www.uws.edu.au/its
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