

Network Printer Setup Guide

How to Find a Printer on the Network

- Ensure your computer and printer are on the same Wi-Fi or Ethernet network.
- Open **Control Panel** → **Devices and Printers**.
- Click **Add a Printer**.
- Windows will search for available printers.
- Select your printer and click **Next**.

Adding a Network Printer on Windows 10

- Open **Settings** → **Devices** → **Printers & Scanners**.
- Click **Add a Printer or Scanner**.
- Select your printer from the list.
- Click **Add Device**.

Adding a Network Printer on Windows 11

- Open **Settings** → **Bluetooth & Devices** → **Printers & Scanners**.
- Click **Add Device**.
- Choose your printer when it appears.

- Click **Add**.

Adding a Network Printer on macOS

- Open **System Settings → Printers & Scanners**.
- Click the + icon at the bottom of the list.
- Select the network printer from the list.
- Click **Add**.

Need assistance? Contact your network administrator or IT support team.