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.