How to Add a Network Printer

1. Start ➔ Settings ➔ Printers and Faxes

2. Click on Add a Printer or open the printer box and click on Printer Tasks on the left

3. Select “A network printer, or a printer attached to another computer” (2\textsuperscript{nd} option) and click on “Next”

4. Select “Connect to this printer (or to browse for a printer, select this option and click Next)” (2\textsuperscript{nd} Option)

In the Name box, type \texttt{music1}<see below for list of printers> (remember to add the underscore) and click “Next”.

![Add Printer Wizard](image)
5. It will take about 30 seconds before the next box appears. Choose “No” under “Do you want to use this printer as the default printer?” and click Next.
6. Click Finish and now the color laser printer should be connected.