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 7, but some windows and steps will be slightly different.

Open Windows

Press Windows’ **Start button**.

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

Click **Add a printer**. The Add Printer wizard starts.
Click Add a network, wireless or Bluetooth printer.

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

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.

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**.

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

Click **Install Driver**. You will be returned to the Add Printers wizard after installation.
Tick **Set as the default printer** if you want your newly installed printer to be your default printer. Click **Next**.

To test your setup, press **Print a test page**. After the test page prints, 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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<thead>
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<th>IT Service Desk</th>
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<tr>
<td>Phone:</td>
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<td>Email:</td>
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<td>Self Service job logging:</td>
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