



EOHHS-Information Technology

Executive Office of Health and Human Services

User Guide Library Series



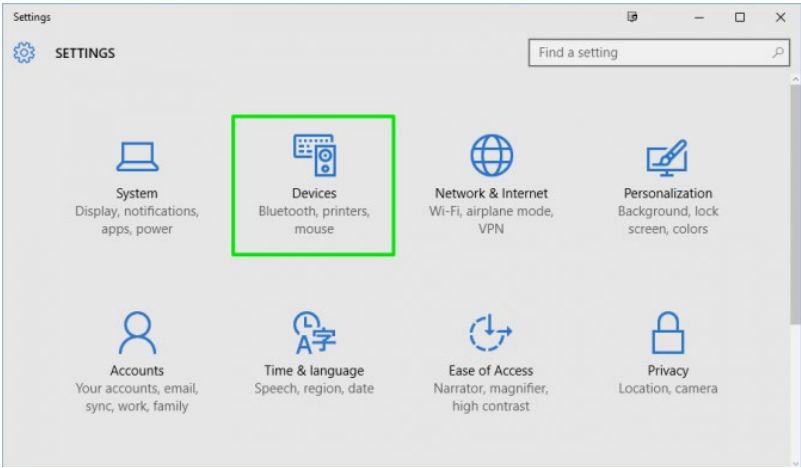
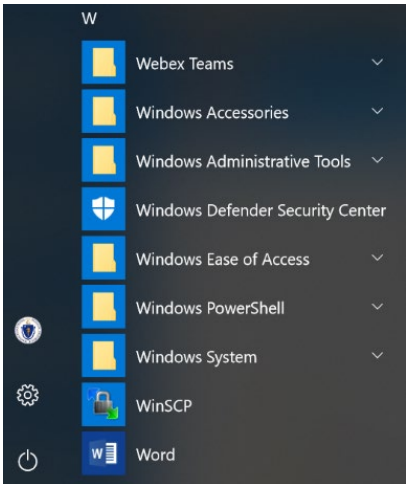
Adding a Local Printer



Summary:	A guide on how to add a printer that is not on the network and is accessible to a laptop or desktop through a USB connection.
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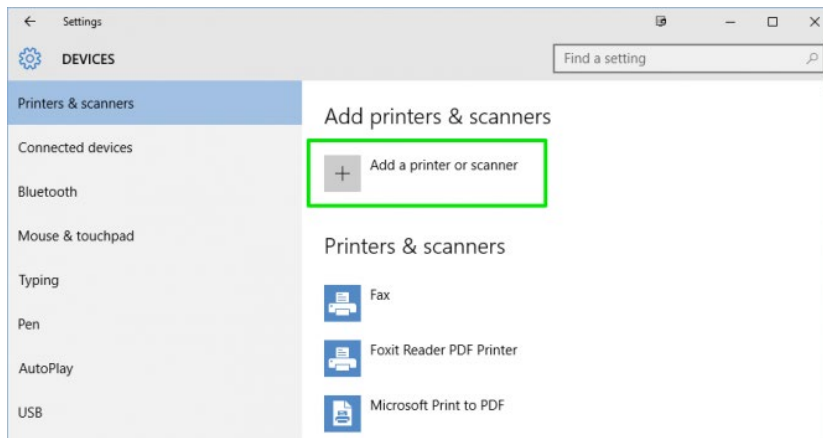
THE PROCESS:

Step 1:	Connect the printer to your computer using a USB cable and turn on the printer.
Step 2:	<p>Go to Settings:</p> <ul style="list-style-type: none">Click the Start Menu icon on the taskbar:Click the gear-shaped icon that appears at the bottom-left of the pop-up window:
Step 3:	<p>Click on Devices:</p>





Step 4: A Click on **Printers & scanner** in the left menu, then click **Add a printer or scanner**:



Step 5: The computer will search for connected printers and will add detected printer to the list of available devices:

Printers & scanners

Add printers & scanners



Refresh

Searching for printers and scanners



Step 6: Confirm the device that was added by scrolling through the listed devices:

Printers & scanners



EHS-Quincy-208 on EHS-PRT-QNY-121



HP Deskjet F4400 series

App available for this device

[Get app](#)

Open queue

Manage

Remove device




Microsoft Print to PDF

App available for this device






















2007-13.docx - Compatibility Mode Letterhead.docx - Compatibility Mode Contrell, Susan (EHS) ? — □ ✕

Print


Copies: 1

Printer

- 
Adobe PDF
 Ready
- 
EHS-Quincy-175 on EHS-PRT-QNY-121
 Paper Jam: 4 documents waiting
- 
EHS-Quincy-177 on EHS-PRT-QNY-121
 Toner Low
- 
EHS-Quincy-178 on EHS-PRT-QNY-121
 Error: 1 document waiting
- 
EHS-Quincy-179 on EHS-PRT-QNY-121
 Error: 6 documents waiting
- 
EHS-Quincy-183 on EHS-PRT-QNY-121
 Ready
- 
EHS-Quincy-187 on EHS-PRT-QNY-121
 Ready
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EHS-Quincy-190 on EHS-PRT-QNY-121
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EHS-Quincy-191 on EHS-PRT-QNY-121
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EHS-Quincy-192 on EHS-PRT-QNY-121
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EHS-Quincy-194 on EHS-PRT-QNY-121
 Toner Low
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EHS-Quincy-195 on EHS-PRT-QNY-121
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EHS-Quincy-197 on EHS-PRT-QNY-121
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TEST Printer

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