EOHHS-Information Technology

Executive Office of Health and Human Services
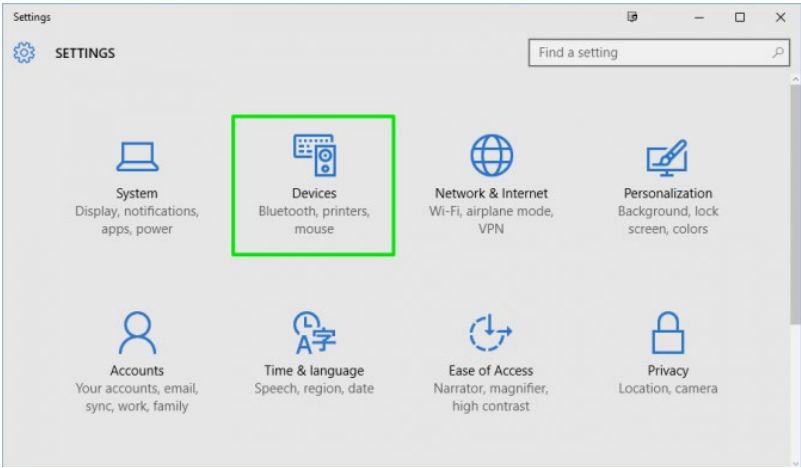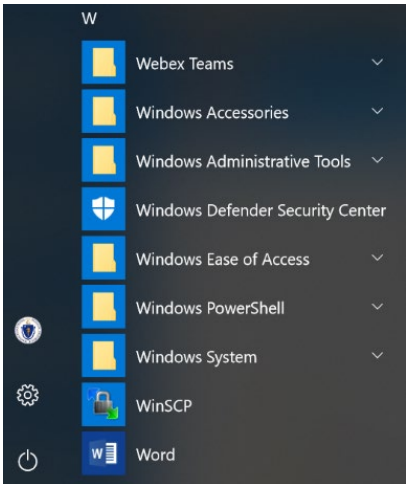
User Guide Library Series

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.

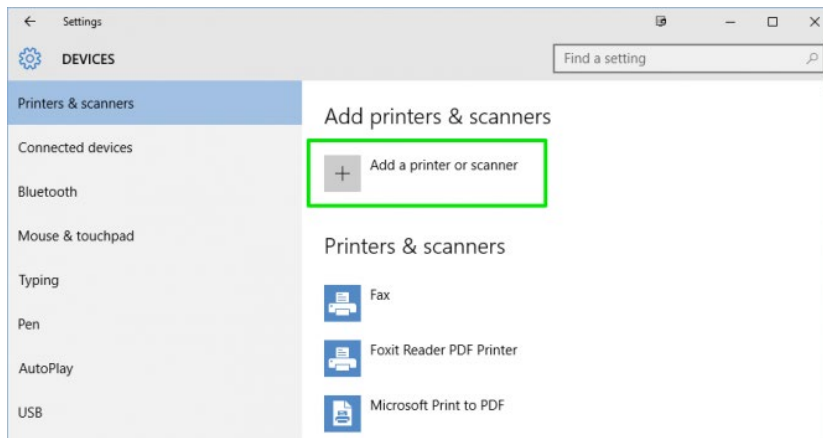**THE PROCESS**:

Step 1:	Connect the printer to your computer using a USB cable and turn on the printer.
Step 2:	Go to **Settings**: • 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:	Click on **Devices:**

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

Step 7:   Upon confirmation, the added printer will available to utilize when printing is required