Installing a Shared Printer

1. Click on **Start**
2. Click on **Printers and Faxes**
3. Click **Add Printer**
4. Click **Next**
5. Select **A network printer, or a printer attached to another computer**
6. Click **Next**
7. Select **Find a printer in the directory**
8. Click **Next**

![Add Printer Wizard](image1)

9. Confirm **Entire Directory** is listed in the In: field. If not, click the drop down arrow.
10. Click **Find Now**

![Find Printers](image2)

11. Select your printer from the list
12. Click **OK**
13. Select if you want to have the printer added as the default printer
14. Click **Next**

**Please note:** The Add Printer dialog box may remain open as the printer is being installed.

15. The **Completing the Add Printer Wizard** will appear when complete

16. Click **Finish**