How to Add a Printer in Windows 8

Step 1:
On the Modern Desktop start typing: Devices and Printers. When it appears click on it and it will take you to the Add a Printer Wizard.

The Add a Device and Printer Wizard is exactly the same as it was in Windows 7

Step 2:
Click on Add a Printer
Step 3:  
Choose:  **The printer that I want isn’t listed**

![Image of Add Printer dialog box with The printer that I want isn’t listed highlighted.]

Step 4:  
Click on **Select a shared printer by name.**

- In the browse field type `\\xxx1s` where `xxx` – represents your school’s 3 letter code (i.e. ABS)

A drop down list of all the printers in the school will appear.

![Image of Add Printer dialog box with Select a shared printer by name option highlighted.]

Step 5:  
Choose your printer or copier from the drop down list and click **Next**

The wizard will now search for print drivers for the printer chosen and install the drivers automatically.
Step 6:

Click **Next**

![Add Printer window](image)

Step 7:

Remember to check off **Set as the default printer** if this is your main printer.

![Add Printer window](image)

Step 8:

Click **Finish**

![Devices and Printers](image)