HOW TO Install A Networked Printer

1. Launch Control Panel>Devices and Printers

![Image showing the Control Panel with Devices and Printers folder opened]

2. Click ‘Add a Printer’
3. Click ‘Add a local printer’

4. Click ‘Create a new port:’. Change ‘Type of port:’ to ‘Standard TCP/IP Port’. Click Next.
5. Type in the appropriate Hostname in the ‘Hostname or IP address:’ field. Click Next.

6. Click ‘Have Disk...’ Browse to the appropriate folder where the printer driver is located. Click ‘OK’. Click ‘Next’.
7. Click ‘Next’.