

# Adding a new network printer at Fox Hill School

1. From the **Start** menu, select **Printers and Faxes**.

2. On the left side of the window, in the *Printer Tasks* section, click on the link for **Add a Printer**.

3. In the Add Printer Wizard window, click **Next**.

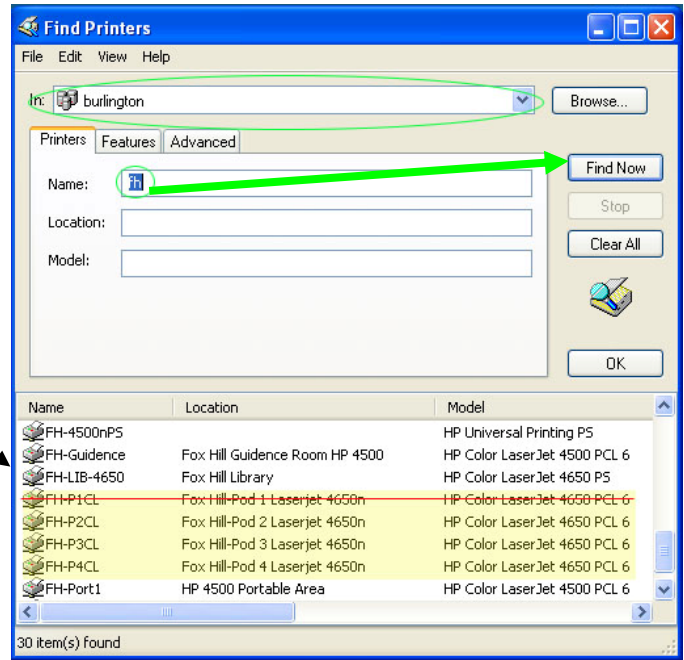


4. At the *Local or Network Printer* window select the radio button: "**A network printer, or a printer attached to another computer**". Click **Next**.



5. In the **Find Printers** window, choose the *Burlington* Network from the top pull down menu, then Type the name "fh" in the name field and click **Find Now**.

→ (the names of all the Fox Hill (FH) printers will appear below)



6. Select a Pod Printer and then click **OK**.

7. When prompted select the radio button "yes" to make the printer your default printer for now. Click **Next**.



8. Click the **Finish** Button.

