How to Add a Printer

There are 3 Print Servers available in the Clinical Labs.

ML-LAB-DFSVR-1
MZ-LAB-DFSVR-1
CB-LAB-DFSVR-1

1) Open Printers and Faxes on the Start Menu

2) The Printer and Faxes Window will open and show the current printers available to you. Click on Add Printer

Note: the black check mark on top of the printer icon in the list indicates the current default printer.
3) Click Next

Welcome to the Add Printer Wizard

This wizard helps you install a printer or make printer connections.

If you have a Plug and Play printer that connects through a USB port (or any other hot pluggable port, such as IEEE 1394, infrared, and so on), you do not need to use this wizard. Click Cancel to close the wizard, and then plug the printer's cable into your computer or point the printer toward your computer's infrared port, and turn the printer on. Windows will automatically install the printer for you.

To continue, click Next.

4) Select A network printer... and click Next

Local or Network Printer
The wizard needs to know which type of printer to set up.

Select the option that describes the printer you want to use:

- Local printer attached to this computer
  - Automatically detect and install my Plug and Play printer
- A network printer, or a printer attached to another computer

To set up a network printer that is not attached to a print server, use the "Local printer" option.
5) Select Connect... and click Next

Add Printer Wizard

Specify a Printer
If you don’t know the name or address of the printer, you can search for a printer that meets your needs.

What printer do you want to connect to?
- Find a printer in the directory
- Connect to this printer (or to browse for a printer, select this option and click Next):
  - Name: 
    - Example: \server\printer
- Connect to a printer on the Internet or on a home or office network:
  - URL: 
    - Example: http://server/printers/myprinter/print

< Back  Next >  Cancel

6) You should see a screen similar to the one below

Add Printer Wizard

Browse for Printer
When the list of printers appears, select the one you want to use.

Printer:
Shared printers:

LCESEMC
  1D\SGC1
  1BSN4G1
  1CSWYG1
  1P3MTF1
  209YYD1

Printer information
- Comment:
- Status:
- Documents waiting:

< Back  Next >  Cancel
7) Scroll down to one of the Print Servers and click on it (CB-LAB-DFSVR-1 is shown)

8) Double-click on the Print Server name and it will expand to show the list of printers
9) Scroll down to the one you would like to add and highlight. Click Next.

10) It will then prompt to set it as the default printer. Select Yes or No and click Next.
11) The confirmation dialog below if the printer is added correctly. Click Finish.

The added printer will now show on your Printers and Faxes Window.
Alternate Method:

Before clicking Next on this dialog box enter in one of the 3 DFS Servers. (CB-LAB-DFSVR-1 is shown)

<table>
<thead>
<tr>
<th>Add Printer Wizard</th>
</tr>
</thead>
<tbody>
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</tr>
<tr>
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</tr>
</tbody>
</table>

- What printer do you want to connect to?
  - Find a printer in the directory
  - Connect to this printer (or to browse for a printer, select this option and click Next):
    - Name: `\CB-LAB-DFSVR-1`
    - URL: `/\CB-LAB-DFSVR-1\110 ICU North` etc.

Scroll down to the printer you would like to add and click Next. Then follow the prompts starting from the earlier Step 10.