Setup a network printer

To add a new network printer please follow the steps below



Now select "Find a printer in the directory" (Pic. 05) and click on Next>



Pic. 05

In the "Find Printers" (Pic. 06) windows click on the button "Find Now" to get a list of all existing network printers. Note: If you insert a location in the Field "Location:" (for example Bonn) you can isolate the result of the list of network printers to all printers which are exist in Bonn.

After you have click "Find Now" you will see a list of all available network printers (Pic. 07). Mark the printer what you will add and click on the button OK.

In the next window (Pic. 08) you have to choose if you will use the printer as your Default Printer. Enable "Yes" to use the printer as your default printer for all documents otherwise enable "No". *Note: You can change your default printer anytime in the Printer Folder.*

Click Next> to continue.

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In: 🧔 Entire Directory	Browse
Printers Features Advanced	
Name:	Find Now
Location: Bonn	Stop
Model:	Clear All
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Pic. 08

Now the installations of the network printer are finished and the wizard will show you the summary (Pic. 09) for the installation.

Click on Finish to close the wizard.

Add Printer Wizard					
	Completing the Add Printer Wizard				
	You have successfully completed the Add Printer Wizard. You specified the following printer settings:				
	Name: NRG SP 4100N PS CUCA on				
	Default: No				
	Location: Bonn 3. Etage Floor left - CustomerCare				
	Comment: NRG Laser printer 4100 SW A4				
	To close this wizard, click Finish.				
	< Back Finish Cancel				

Pic. 09

After you have closed the wizard you should see the new added network printer in the list of your "Printers and Faxes" folder (Pic. 10).

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😹 HP Color LaserJet 5500 PS	0	Ready	HP Laserdrucker Farbe b
🗟 NRG Copier C DSc328 PCL 5c	0	Ready	Copier NRG DSc328 Cold
💐 NRG Copier SW PCL	0	Ready	Copier NRG DSm622 SW
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Now you are able to print out your documents to the new added printer.

If you want to change your default printer do a right-click on the printer which

should be the default and choose "Set as Default Printer" from the context menu. That all.

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🗟 NRG SP 4100N PS CUCA or	Set as Default Printer	0	Ready
🗟 NRG SP 4100N PS Sales or	Printing Preferences	0	Ready
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