Connecting a printer to your laptop

To add a local printer via a USB cable

The below steps should be done prior connecting to the VDI or VPN

- 1. Connect the printer using the USB cable and turn the printer on.
- 2. Click on the Settings menu from the Start menu.

Computer Management
Windows PowerShell
Windows PowerShell (Admin)
Task Manager
Settings
File Explorer
Search
Run
Shut down or sign out
Desktop
V Type here to search

3. In Settings click Devices

Settings			-	×
		Windows Settings		
	F	ind a setting $ ho$		
旦	System Display, sound, notifications, power	Devices Bluetooth, printers, mouse		
	Network & Internet Wi-Fi, airplane mode, VPN	Personalization Background, lock screen, colors		

4. Click Add a printer or scanner

\leftarrow Settings			
命 Home	Printers & scanners		
Find a setting ρ	Add printers & scanners		
Devices	+ Add a printer or scanner		
Bluetooth & other devices			
다. Printers & scanners	Printers & scanners		

5. If Windows detects your printer select the printer from the list and follow the on-screen instructions to finish the installation. If Windows cannot identify your printer because it's an older model select "The printer that I want isn't listed".

Printers & scanners		
Add printers & scanners		
で ^{Refresh}		
The printer that I want isn't listed		
 Add Printer Find a printer by other options 		×
My printer is a little older. Help me find it.		
 Select a shared printer by name Example: \computername\printername or http://computername/printers/printername/.printer Add a printer using a TCP/IP address or hostname Add a Bluetooth, wireless or network discoverable printer Add a local printer or network printer with manual settings 		Browse
	Next	Cancel

Connecting a Wireless printer to your laptop

The directions to connect a wireless printer to your laptop are basically the same but the printer needs to be on the same wireless network as your laptop. Make sure the laptop is connected to your home network. Remember to install the printer prior to connecting to the VPN or VDI. Chances are the wireless printer is already on your home network so follow the above instructions to install it.

Once the printer is installed it should be available as a choice to choose from within your program, whether you are within the VDI session or not.

Print					
Prir	Copies: 1				
Printe	o O				
50	Adobe PDF 🗸				
2	Adobe PDF Ready				
	Fax Ready				
8	Health and Wellness 1 on ps1.it.farmingdale.edu Ready				
8	Health and Wellness 2 on ps1.it.farmingdale.edu Ready				
8	Microsoft Print to PDF Ready				
\$	S Microsoft XPS Document Writer Ready				
8	Officejet Pro 8600 [3737DD] Ready				
\$	OneNote Ready				