Setting up your Home Printer – Basic Instructions

There are many different brands and models of printers that can be purchased today. Because of this, it is very hard to produce a set of instructions to cater for every printer. This instruction sheet will give you a basic idea of where to start and what should work for most printers.

1. Plug your printer into the laptop via the USB Port.

2. Once this has happened you may be prompted with the following dialog box. Clicking **Install** will take you through a few steps involving the automatic download and install for your printer. This will need your ‘Parent Managed Account’ credentials to run.

3. If you do not receive the previous dialog box, proceed to open the ‘**Print & Scan**’ section in the ‘System Preferences’. Click on the ‘**Apple**’ menu, then ‘**System Preferences**’. Once in, click on ‘**Print & Scan**’.

4. In the ‘Print & Scan’ preference pane, click on the ‘+’ symbol near the bottom left above the lock symbol.
5. In the ‘Add’ pane, your printer should show up in the list. Click on your printer in the list, then using the drop down menu labelled ‘Use’ down the bottom, click on ‘Select Printer Software’.

6. Using the search section up the top, type in the make and model of your printer and click on the most appropriate in the list for the search results. Click ‘OK’ and then ‘Add’ to add your printer. You should now be able to use this printer to print.