

Windows laptops & PCs | Easy | 2 min read

Adding and removing a printer in Windows

Windows can usually find a printer by itself. These steps help when the printer is not listed, or you want to take an old one off the list.

Before you start

- Switch the printer on, and make sure it is on the same Wi-Fi as the PC, or plugged in with a USB cable.
- For a new wireless printer, finish its set-up on its own screen first, as in our guide on setting up a wireless printer.

Add a printer

1. Windows 11: open **Settings, Bluetooth & devices, Printers & scanners**, then click **Add device**.
2. Windows 10: open **Settings, Devices, Printers & scanners**, then click **Add a printer or scanner**.
3. Wait while Windows searches. When your printer's name appears, click it and then **Add device**.
4. If it does not appear, click **Add manually** (Windows 11) or **The printer that I want isn't listed** (Windows 10) and follow the choices. You can add by name or by network address if you know it.

Print a test page

Click the printer in the list, then **Printer properties**, then **Print test page**.

Set a default printer

Click the printer and choose **Set as default**. In some versions, you may first need to turn off **Let Windows manage my default printer**.

Remove a printer

1. Open the same **Printers & scanners** page.
2. Click the printer you want to remove.
3. Click **Remove**, then **Yes**.

This takes it off the list but does not harm the printer, and you can add it again later. If you remove it to reinstall, our guide on reinstalling a printer driver covers what to do next.

If you see names ending with **(copy 1)** or old models, remove the ones you do not use. This stops documents going to the wrong one.

When to get more help

Get in touch if the printer never appears, if it works for one user but not another, or if it needs a driver download. Only download drivers from the printer maker's own website.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.