

Printers, monitors & devices | Medium | 2 min read

How to set up a new wireless printer

Setting up a wireless printer takes about 15 minutes if you do things in the right order. The steps below are general, as each make has its own setup screens, so also check the leaflet in the box.

Before you begin

- Find a spot near your router with a power socket.
- Have your Wi-Fi name and password to hand. They are often on a sticker on the router.
- Make sure your computer or phone is on that same Wi-Fi.

Prepare the printer

1. Remove all packing tape and plastic from outside and inside, as shown in the leaflet.
2. Plug it in and switch it on.
3. Fit the ink or toner cartridges that came with it, following the instructions on screen.
4. Load plain paper in the tray.
5. Wait while it prepares itself. This can take several minutes the first time.

Connect it to Wi-Fi

On most printers, the screen guides you through a **Wi-Fi setup** or **Wireless setup** menu. Pick your network and type the password. When connected, a light usually stops flashing and stays steady. Some printers without a screen use a button-based method or a phone app instead.

Add it to your computer

On Windows, open **Settings**, then **Bluetooth & devices**, then **Printers & scanners**, and choose **Add device**. Wait for the printer to appear, then select it.

On a Mac, open **System Settings**, then **Printers & Scanners**, and use **Add Printer**. Most modern printers show up automatically.

The maker's website, or app, can also provide the full software and extra features such as scanning. Only download these from the printer maker's own website, and be careful of search results that look like adverts.

Print a test page

Print a test page from the printer menu, then print something from your computer.

When to get more help

If the printer is not found, or the setup keeps failing, a quick look by someone experienced often finds the cause. Please keep the box and leaflet handy and have the model number ready.

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.