

How to add a network printer in Windows 7

1. Click the Windows Start button and type 'Printers' In the search box. Click on 'DEVICES AND PRINTERS' that shows up in the results window.
2. Click on ADD A PRINTER.
3. Click on Add a Network, Wireless or Bluetooth Printer.
4. Don't look in the list shown, instead choose 'The printer that I want wasn't listed'.
5. Choose 'Find a printer in the directory based on location or feature' and click NEXT.
6. A window like the one below should be shown. In the NAME box, enter the first three letters of your school followed by a DASH (If you are in the High School, use HS-) and click the FIND now button.
7. Look for the desired printer in the SEARCH RESULTS window. Select it and click OK to install.
8. The driver will download, and the printer should install.
9. You should receive a completion notice when the installation was successful. Click NEXT
10. If you want this to be your DEFAULT printer, keep the checkmark in the box, otherwise uncheck the box and click FINISH.