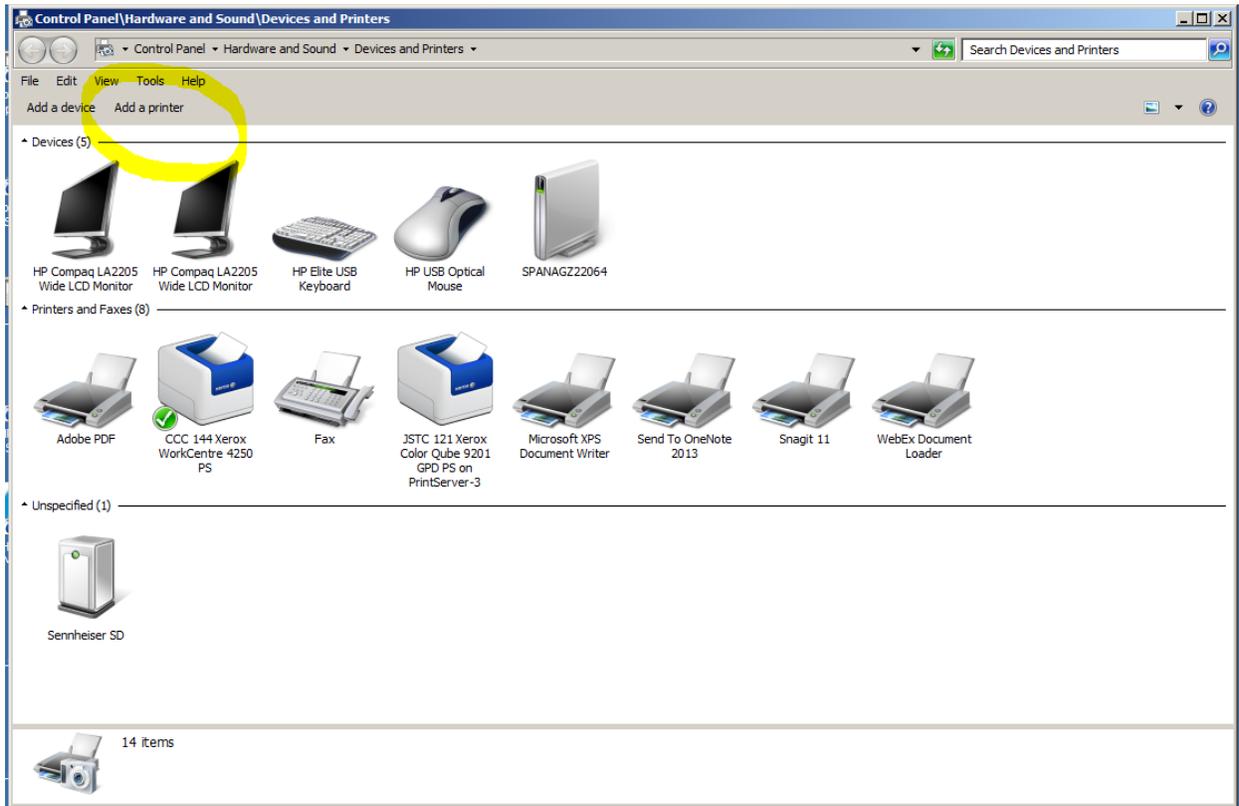


# Setting up a Network Printer

## ***Please note:***

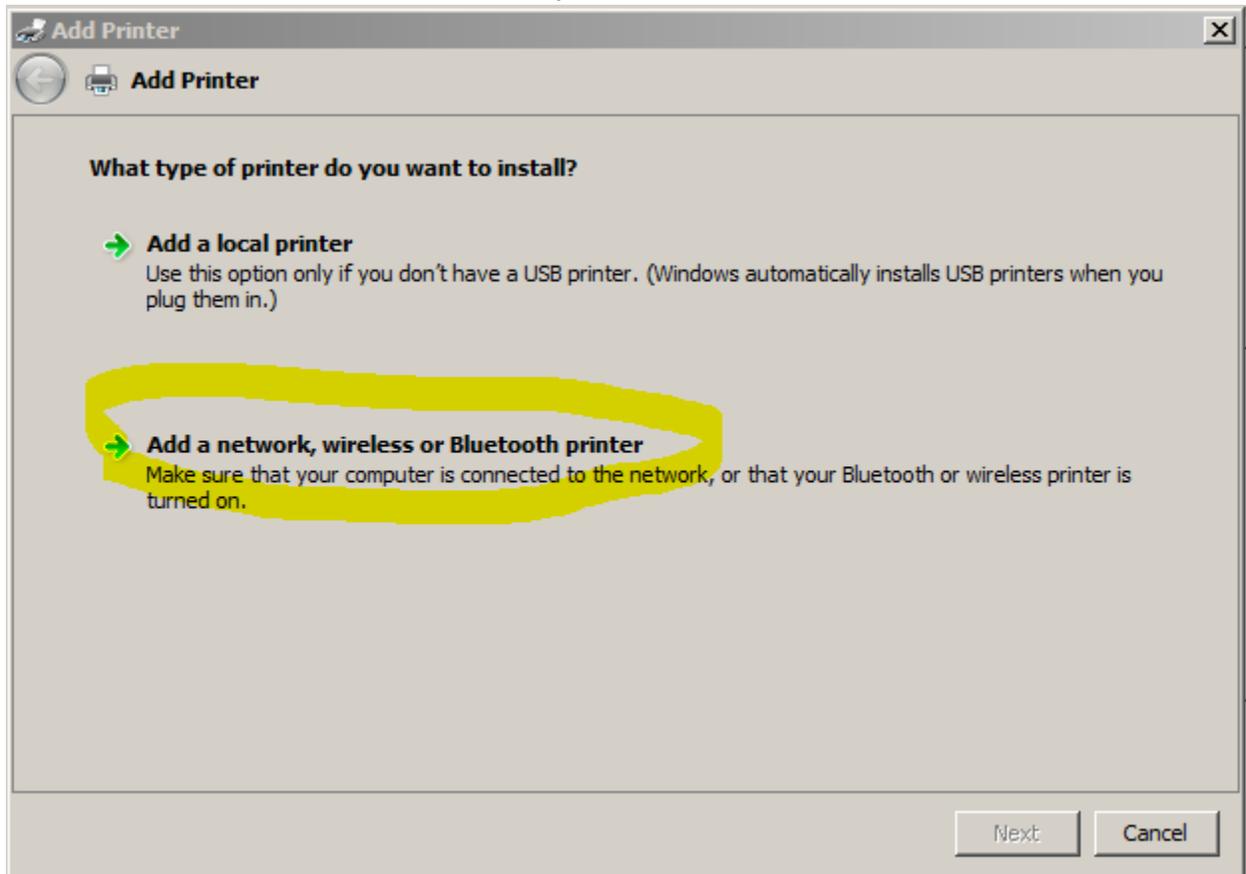
- The document is written for a Windows 7 workstation.
- If the printer will be your default on a permanent basis, Please contact the Help Desk x 4357 to have the printer group for the printer added to your profile. This will allow any changes or updates to the print driver without disruption to your workstation.
- Installing the print driver manually does not guarantee any changes or updates to the print driver. This manual process will have to be repeated when the print driver is updated.
- Not all printers are available for general use.

1. Click on **Start – Devices and Printers**, the following Window appears:

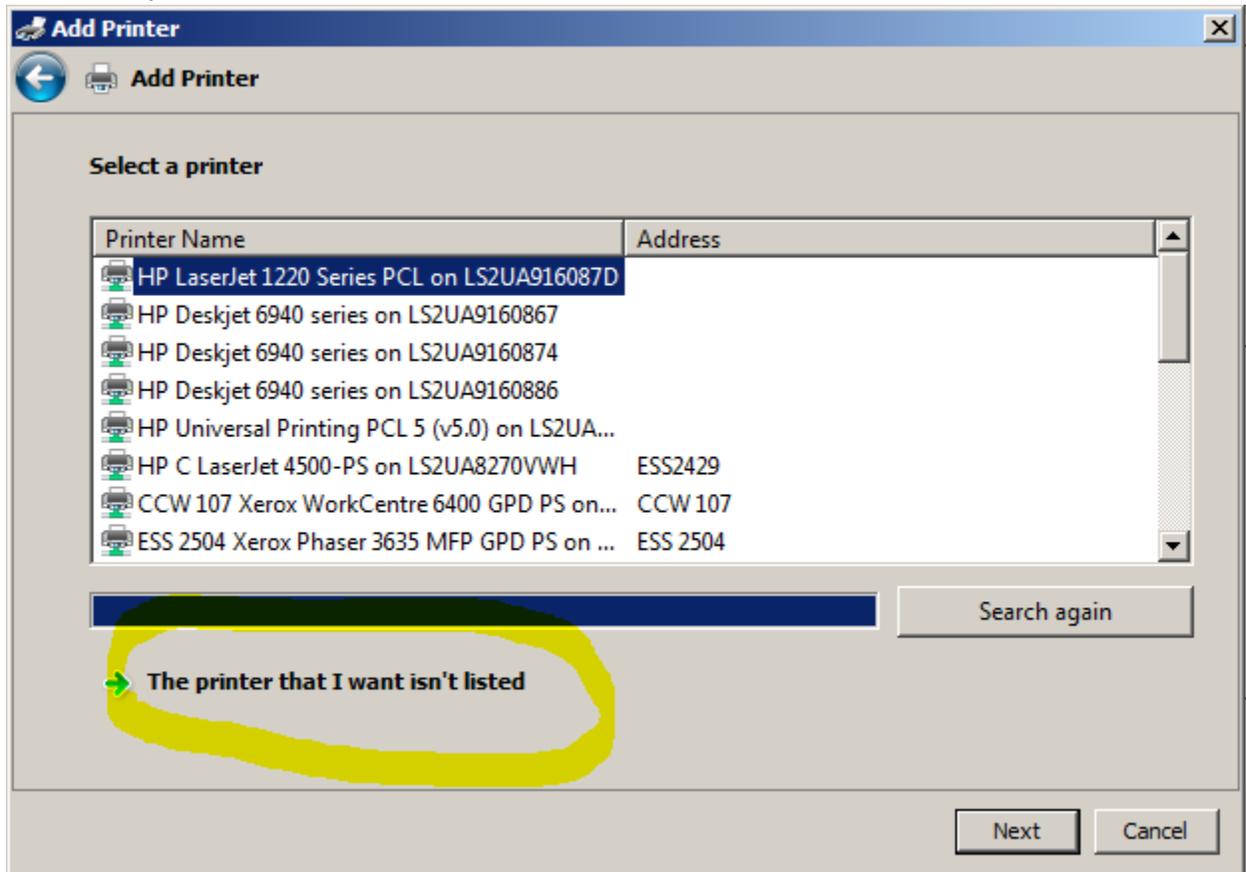


Select **“Add a Printer”**

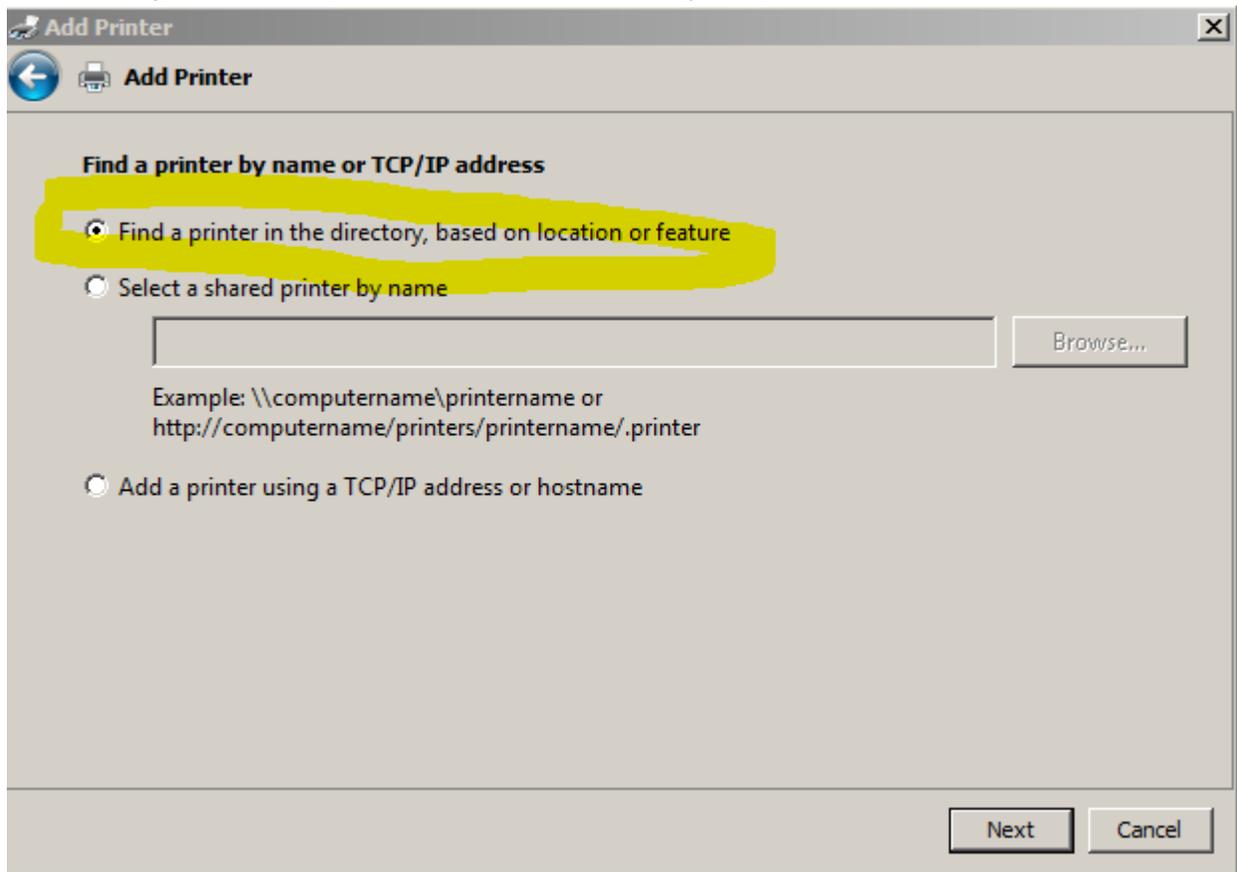
2. Select "Add a network, wireless or Bluetooth printer"



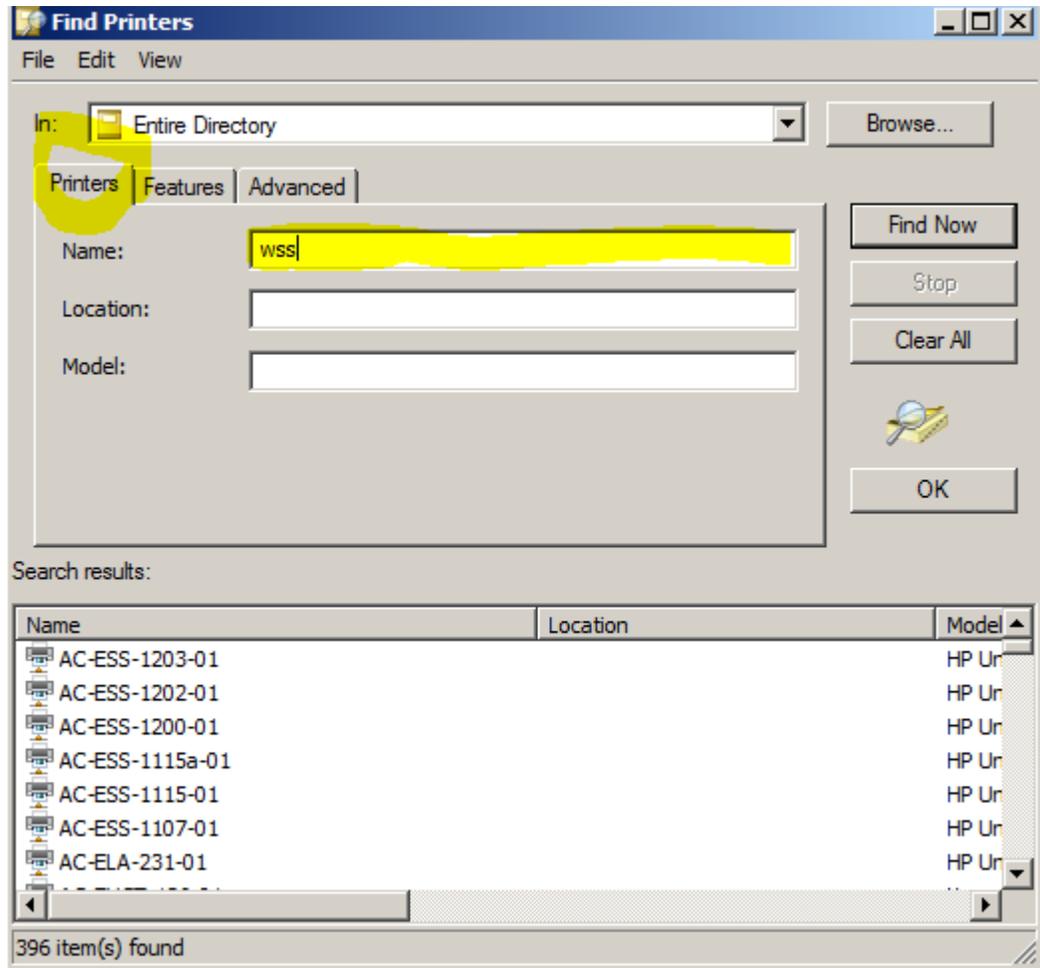
3. Select "The printer that I want isn't listed"



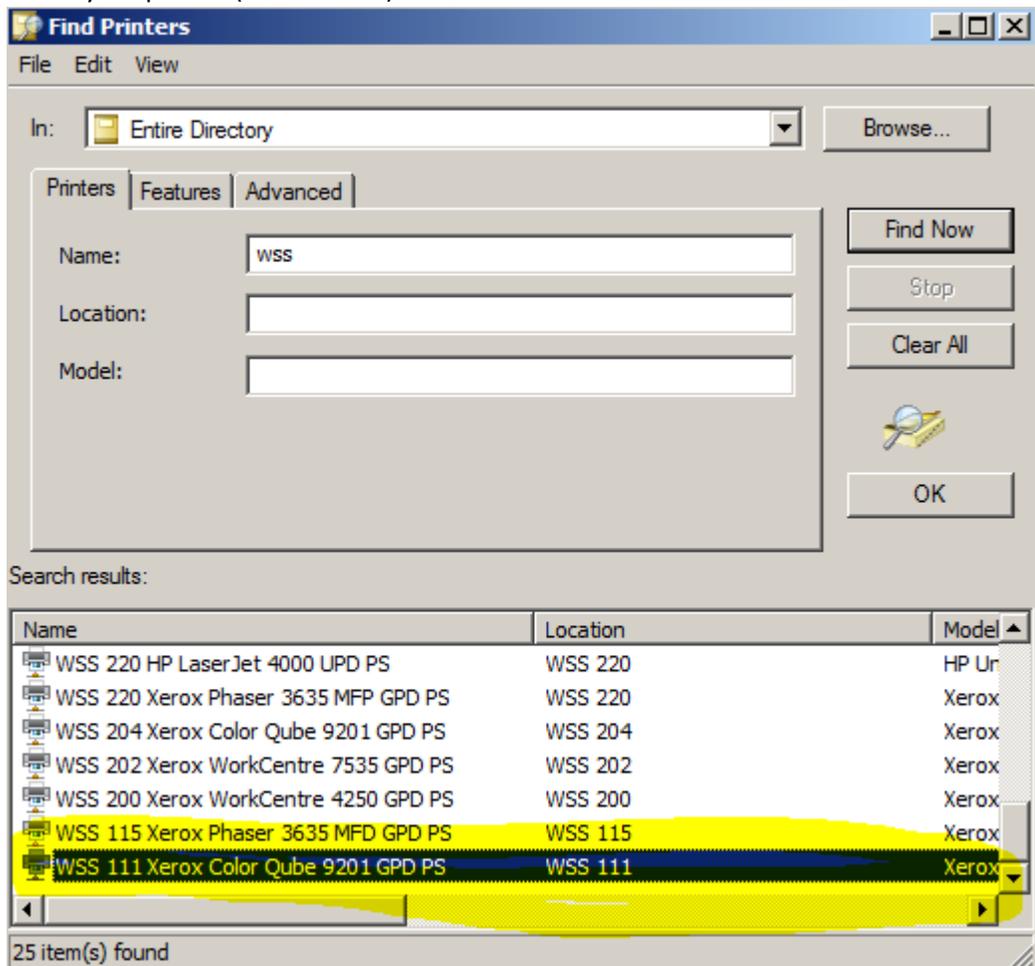
4. As the next window that appears, “Find a printer by name or TCP/IP address”, the “Find a printer in the directory, based on location or feature” is selected by default. Click on NEXT.



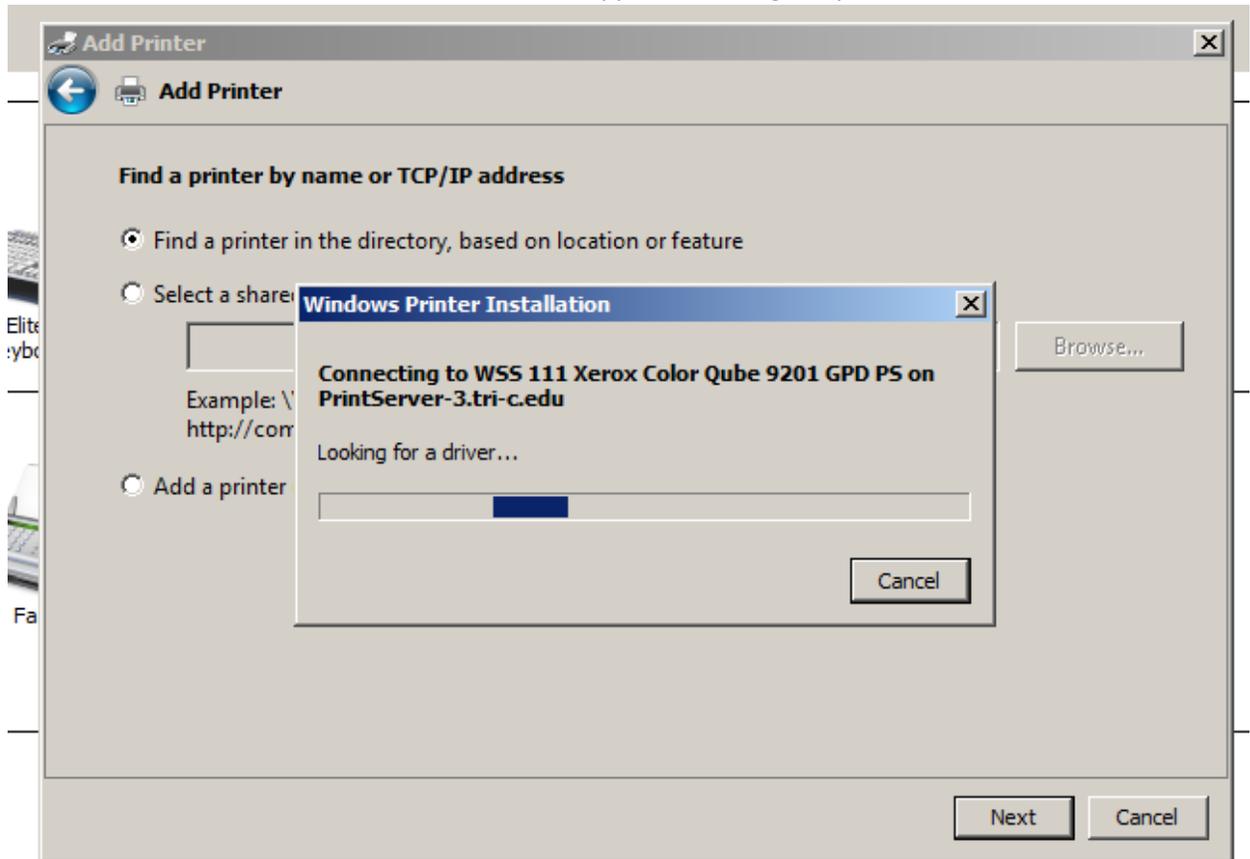
5. The “**Find Printers**” window appears, Select the “**Printers**” tab and in the “**Name:**” field, type in the building/location of the device. Click on “**Find Now**”. A list of the printers located within the location entered will appear in the “**Search Results**” window.



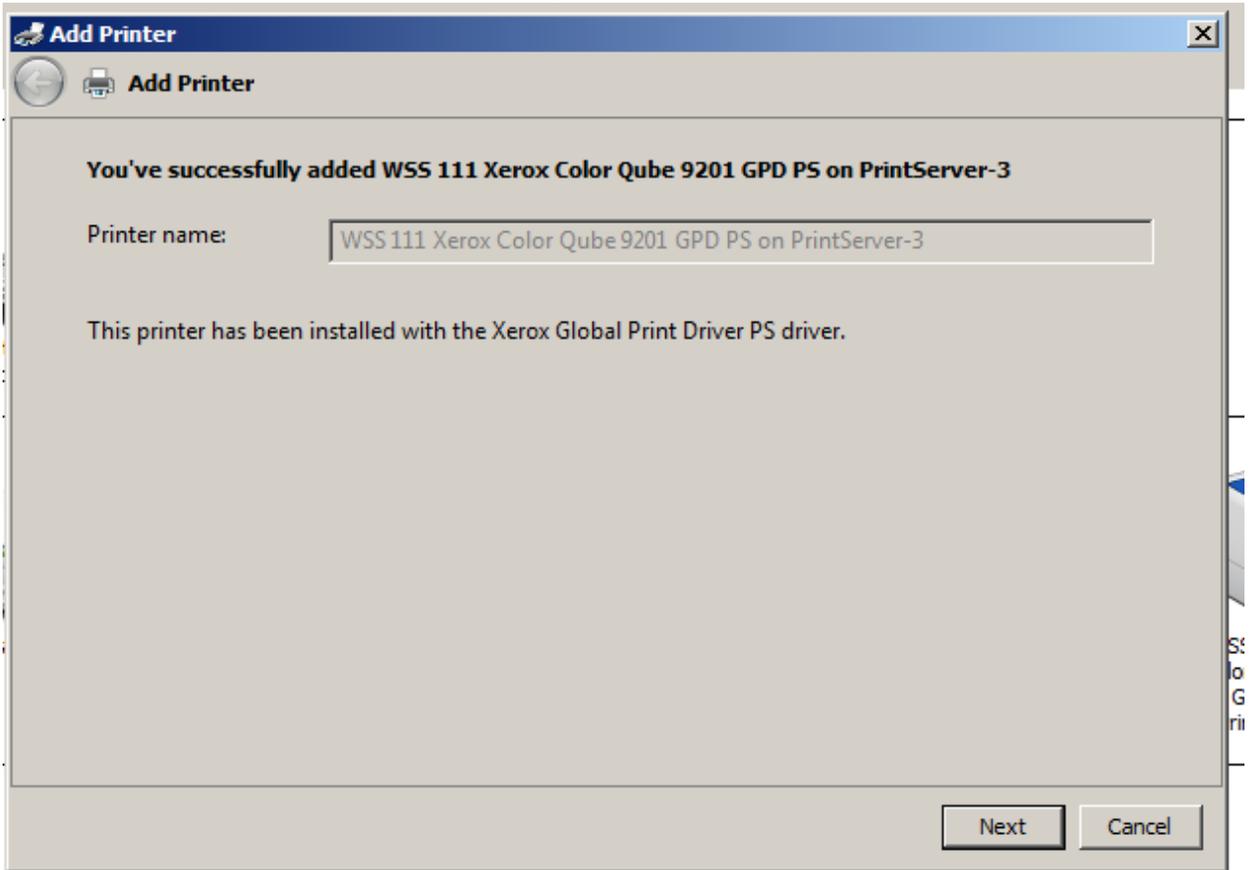
6. Select your printer (double-click).



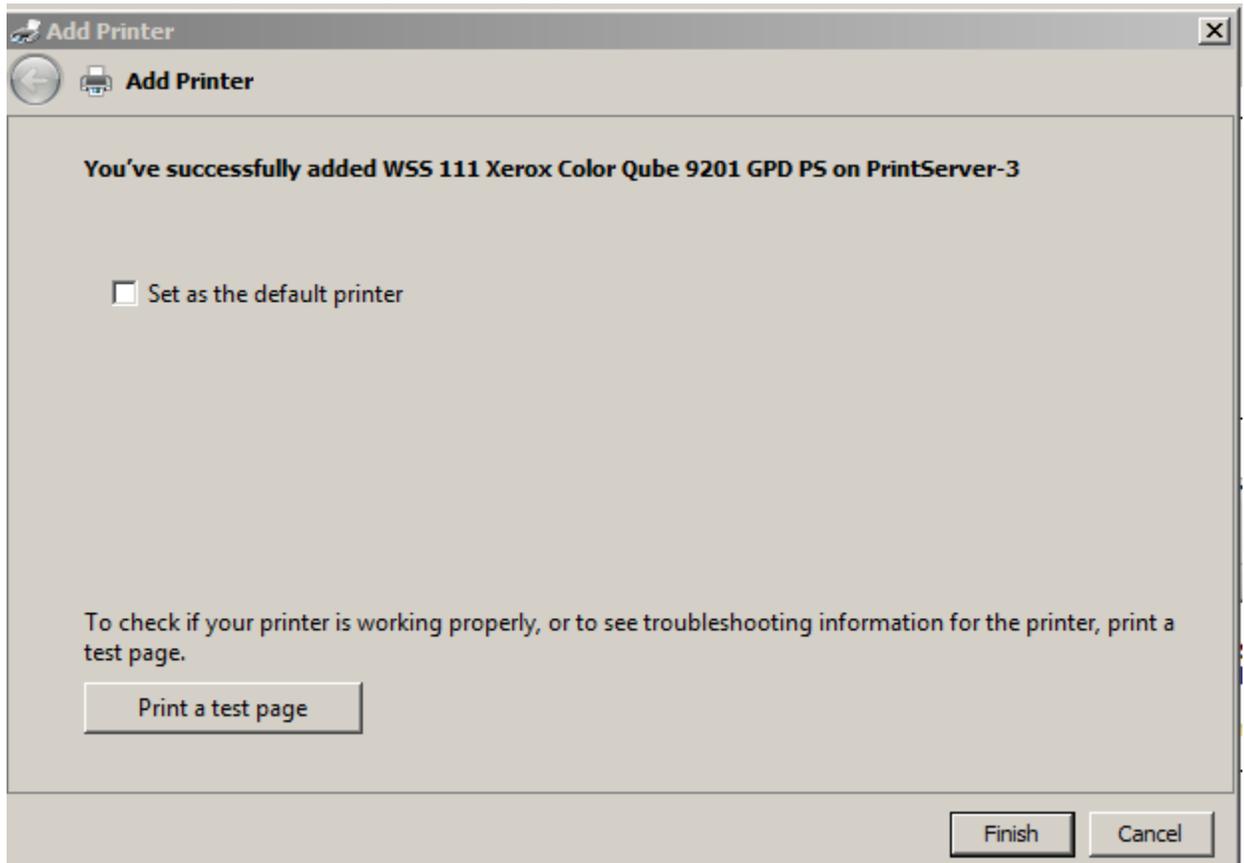
7. The “Windows Printer Installation” window will appear installing the printer selection.



8. After the installation is complete, the following window appears and Select “Next”.



9. The next window will appear indicating you successfully added the printer and will allow you to “set as the default printer” or “print a test page”. Click on “Finish”.



10. You have completed the manual printer installation.

