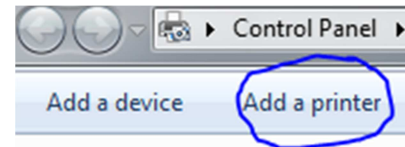# Adding Printers to Windows 7
AD Queue

1. Click on the round button with the flag on it in the lower left corner to access the Start menu.

2. Select Devices and Printers.

3. Click Add a printer.

4. Click Add a network, wireless or Bluetooth printer.

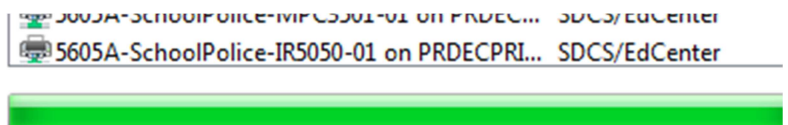What type of printer do you want to install?

➜ **Add a local printer**
Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.)

➜ **Add a network, wireless or Bluetooth printer**
Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.

5. Click The printer I want isn't listed.

5605A-SchoolPolice-IR5050-01 on PRDECPRI...   SDCS/EdCenter

➜ The printer that I want isn't listed

6. Select Find a printer in the directory..., then click Next.
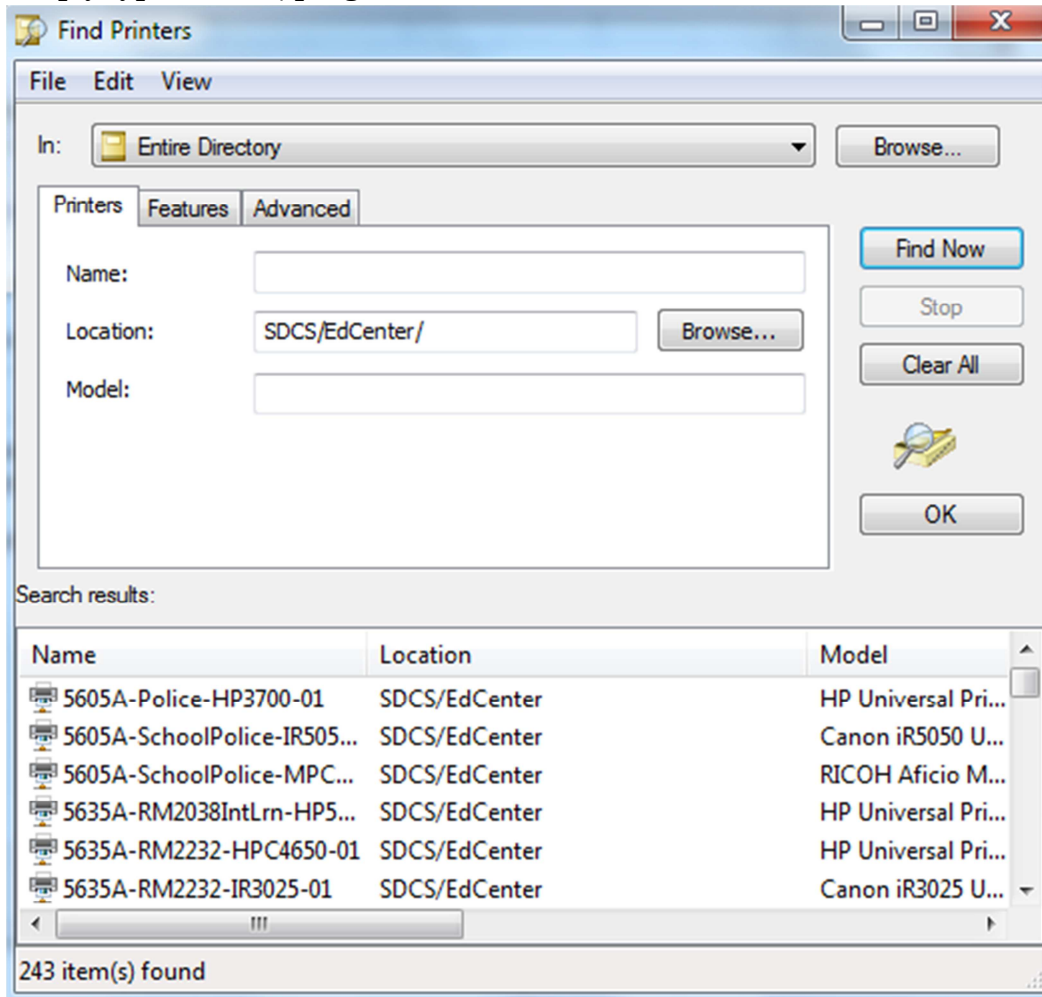
Find a printer by name or TC|

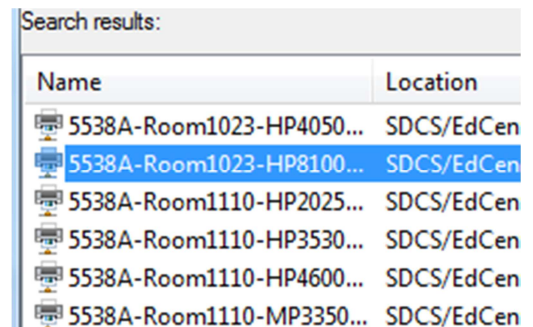◉ Find a printer in the directory, base

◯ Select a shared printer by name

Example: \\computername\prir
http://computername/printers/
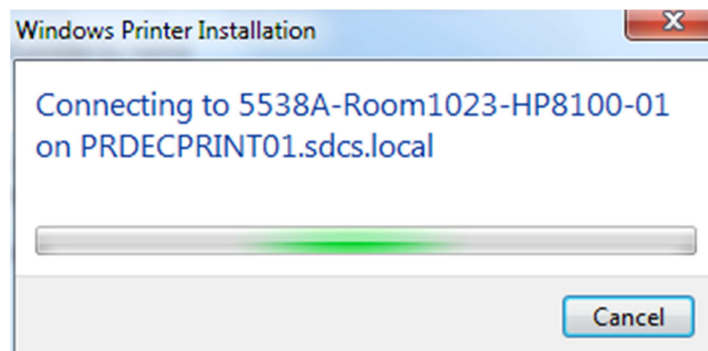
◯ Add a printer using a TCP/IP addre

7. The Browse Printers window will appear. The Location: field should already show your site. If not, simply type the site/program code into the Name: field, then click Find Now.
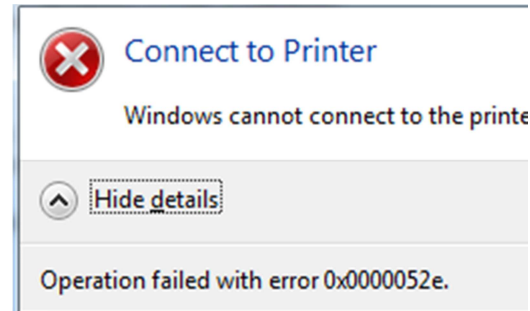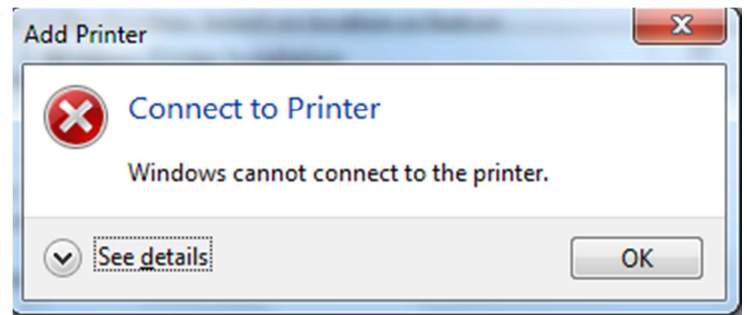

8. Click on the column headed Name to sort the printers by name, then locate your printer. Click on the printer name, then click OK.
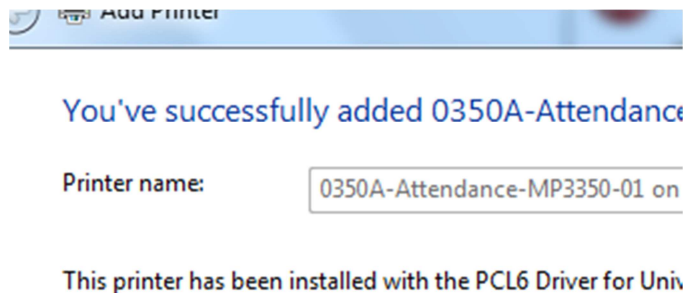

9. The computer will show an Adding Printer window. It may take a while, so just be patient. The computer is downloading the driver from the server for you.

a. If an error box appears "Windows cannot connect to the printer", cancel out and try to add the printer via Hostname/IP – or call the Help Desk. Click on the little down arrow in the lower left corner so you can let the Help Desk operator know what the error code is.

Add Printer ✕

❌ Connect to Printer

Windows cannot connect to the printer.

⌄ See details | OK

❌ Connect to Printer

Windows cannot connect to the printe

⌃ Hide details

Operation failed with error 0x0000052e.

10. Ideally, you'll get a window telling you you've successfully added the printer. Just click Next.

Add Printer

You've successfully added 0350A-Attendance

Printer name: 0350A-Attendance-MP3350-01 on

This printer has been installed with the PCL6 Driver for Univ

11. Decide if you want to use this printer as default (automatically print to it) or not and apply click on the checkbox as appropriate. If you want to print a test page to make sure the computer is talking to the printer, click the Print a test page button, then click OK when a small dialog pops up. Then click Finish.

You've successfully added 0350A-Att

☐ Set as the default printer

You can choose a default printer for home, default printers...

To check if your printer is working properly, or to test page.

Print a test page