Adding a Printer - Windows

Windows 7

1. Click the Start button
2. Open Devices & Printers
3. Click Add a Printer
4. Select Add a network, wireless, or Bluetooth printer
5. The printer that I want isn't listed, Find a printer in the directory, based on location or feature (click Next)
6. In the Location field, type in the <Department Name> and click Find Now. NOTE: If you type in the first name only, such as Student, it will list all departments whose names start with Student. The Comments field will often show the user or the Department Assistant.
7. Choose the <Printer You Need> printer, and click OK
8. Click Next and you will be prompted to make the printer the Default Printer. Check the box if you would like this printer to be your default.
9. Finish