

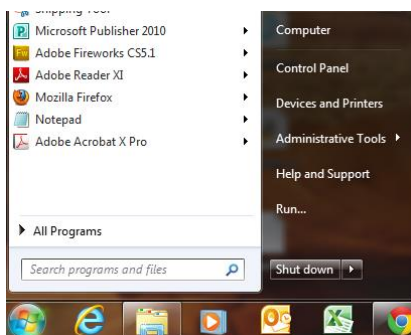
This guide provides instruction on how to install a network printer on a Windows based University computer.

OPENING THE DEVICES AND PRINTERS CONTROL PANEL

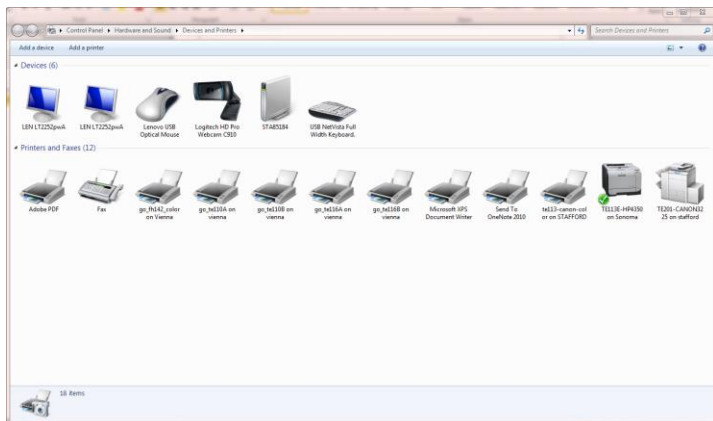
You will need to open the Devices and Printers control panel in order to install your network printer. How you access this depends on if you are using Windows 7 or Windows 8.

WINDOWS 7

In Windows 7, Click the Start menu, and then choose **Devices and Printers**.

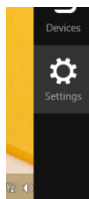


This will open the **Devices and Printers** control panel.

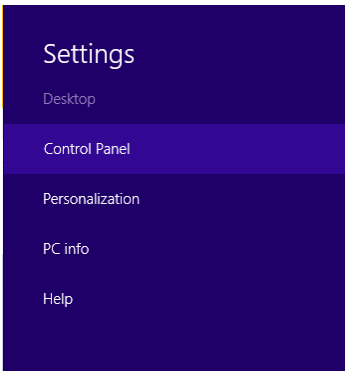


WINDOWS 8

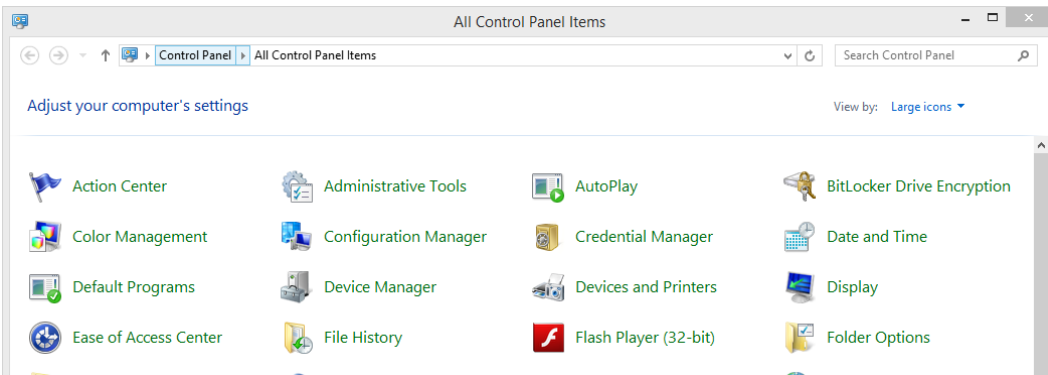
If you are using Windows 8, point to the lower-right corner of the screen, move the mouse pointer up, and click **Settings**.



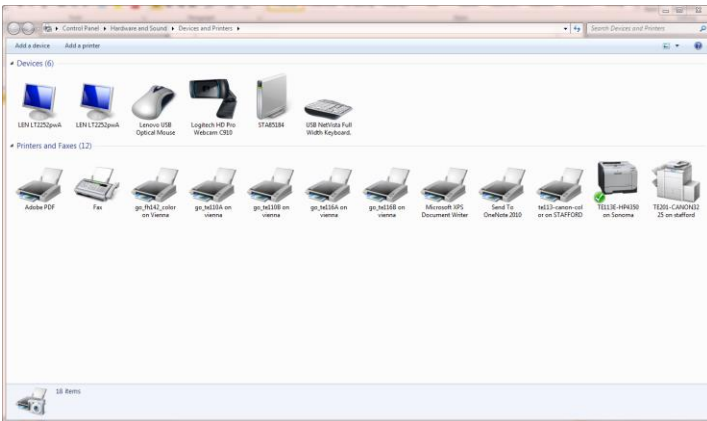
Click **Control Panel**.



In Control Panel, change **View by:** to **Large icons** if it is not already. Then double-click the **Devices and Printers** control panel.



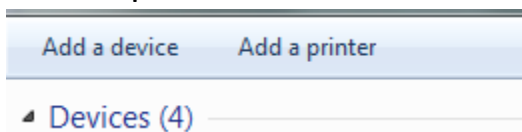
This will open the **Devices and Printers** control panel.



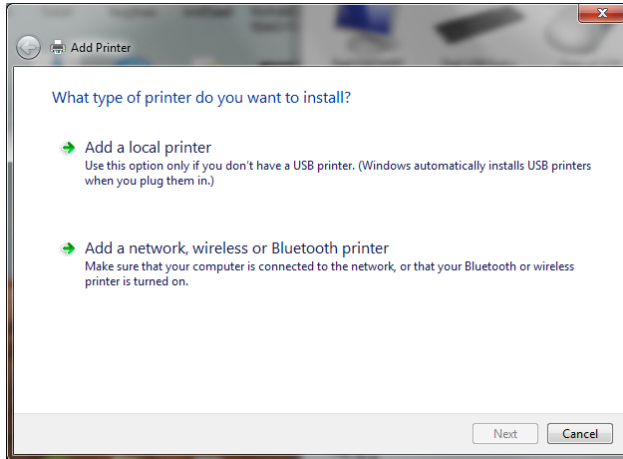
INSTALLING A NETWORK PRINTER - WINDOWS

Now that you have opened the Devices and Printers control panel, you can now install your network printer.

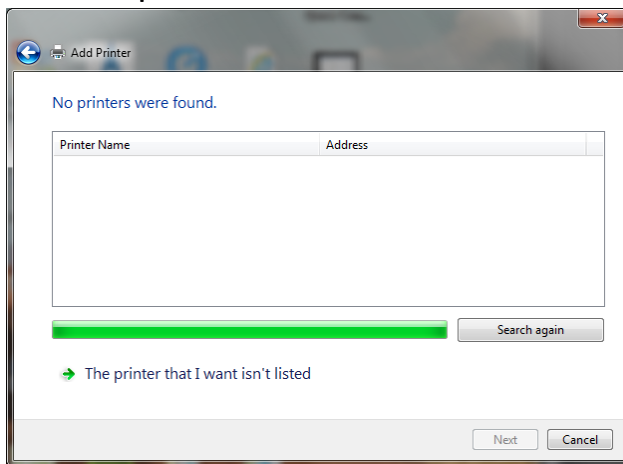
- Click **Add a printer**.



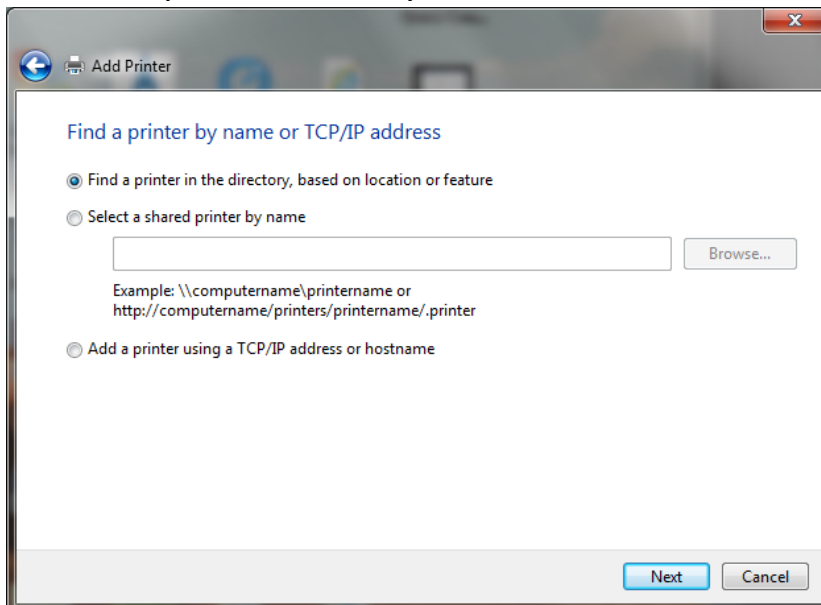
- In the Add Printer window, for **What type of printer do you want to install?** choose **Add a network, wireless, or Bluetooth printer**. Windows 8 users may not see this screen and can skip this step.



- Choose **The printer that I want isn't listed**.

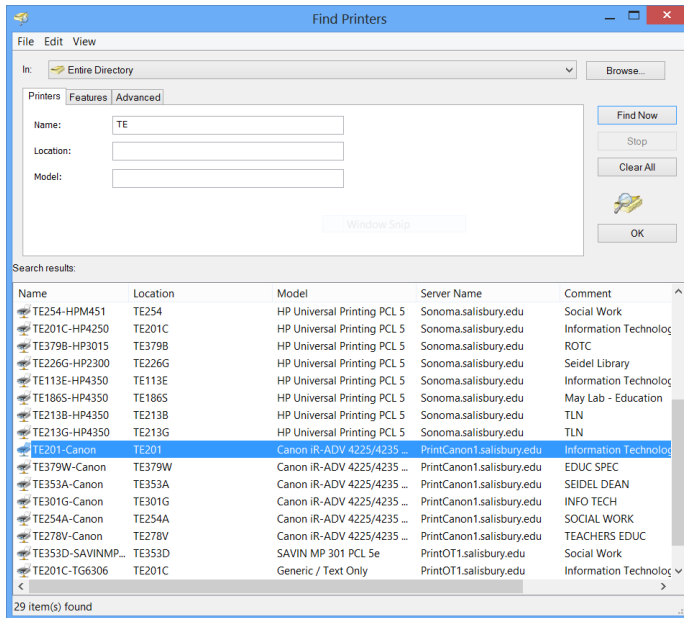


- Choose **Find a printer in the directory, based on location or feature** and click **Next**.

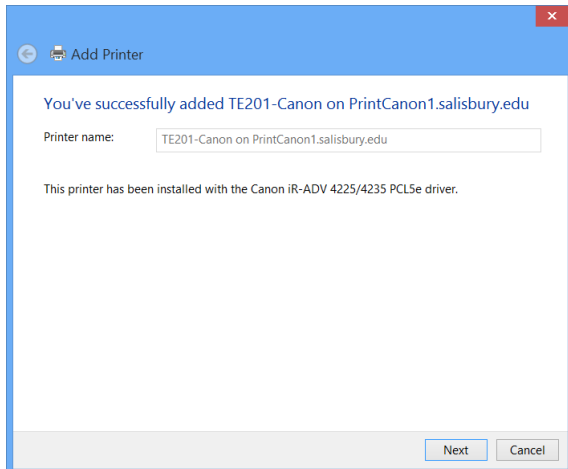


- In the **Find Printers** window, in the **Printers** tab, in the **Name** field, type the building code where the printer is located. If you know the room, type that also, without a space between the building and room number. Click **Find Now**. A list of

printers will appear in the **Search results:** window. Select your printer and click **OK**.



- Your printer will install. You may be prompted for an admin password. If so, you will need to find the owner of the computer, or contact the IT Help Desk for assistance.
- You will get a dialog confirming the printer has been successfully installed. Click **Next**.



- Check the box next to **Set as the default printer** if you wish to make this printer your default. You can choose to print a test page to verify it is working by clicking **Print a test page**, otherwise, click **Finish**.

