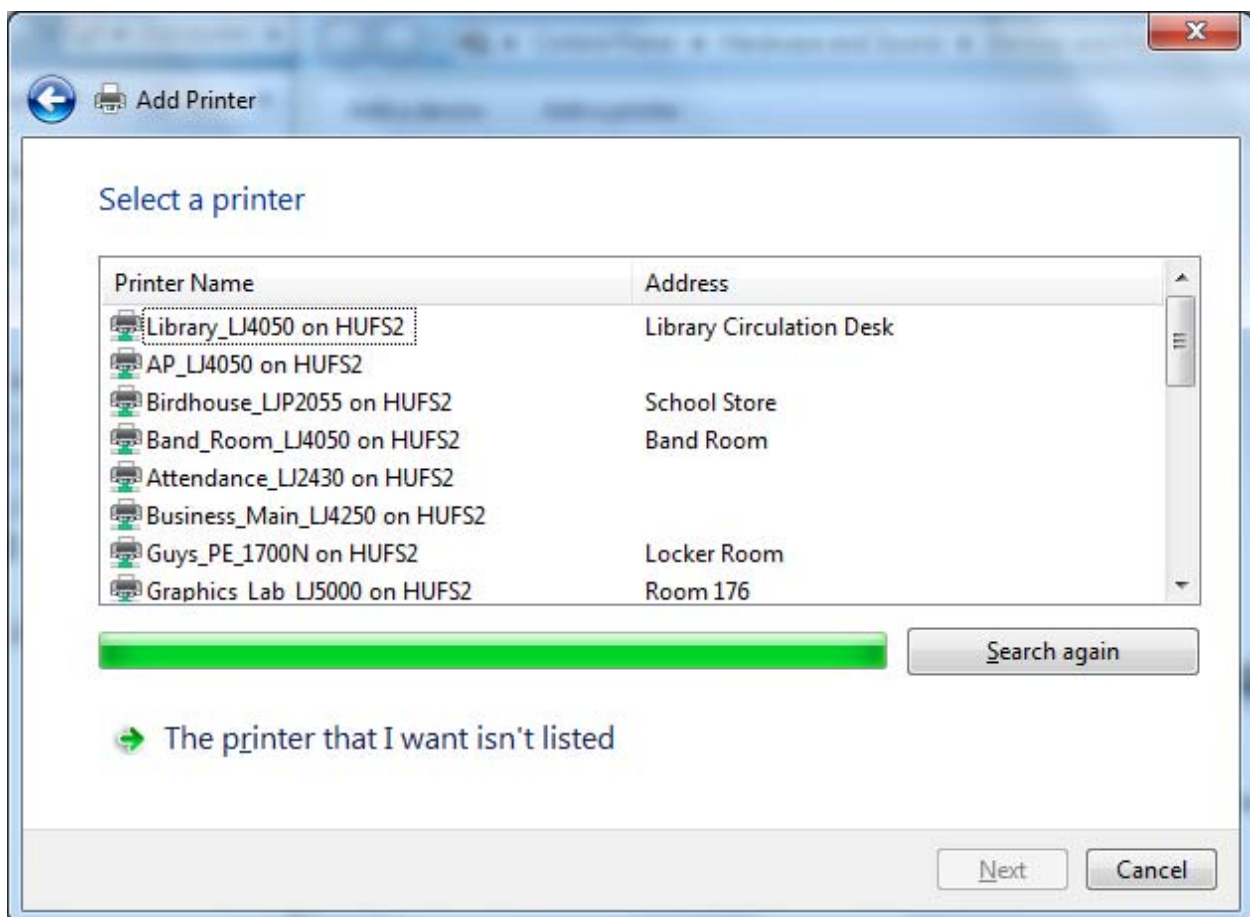Adding a Network Printer to Your Windows 7 Computer

Follow the steps below to add a network printer to your Windows 7 computer.
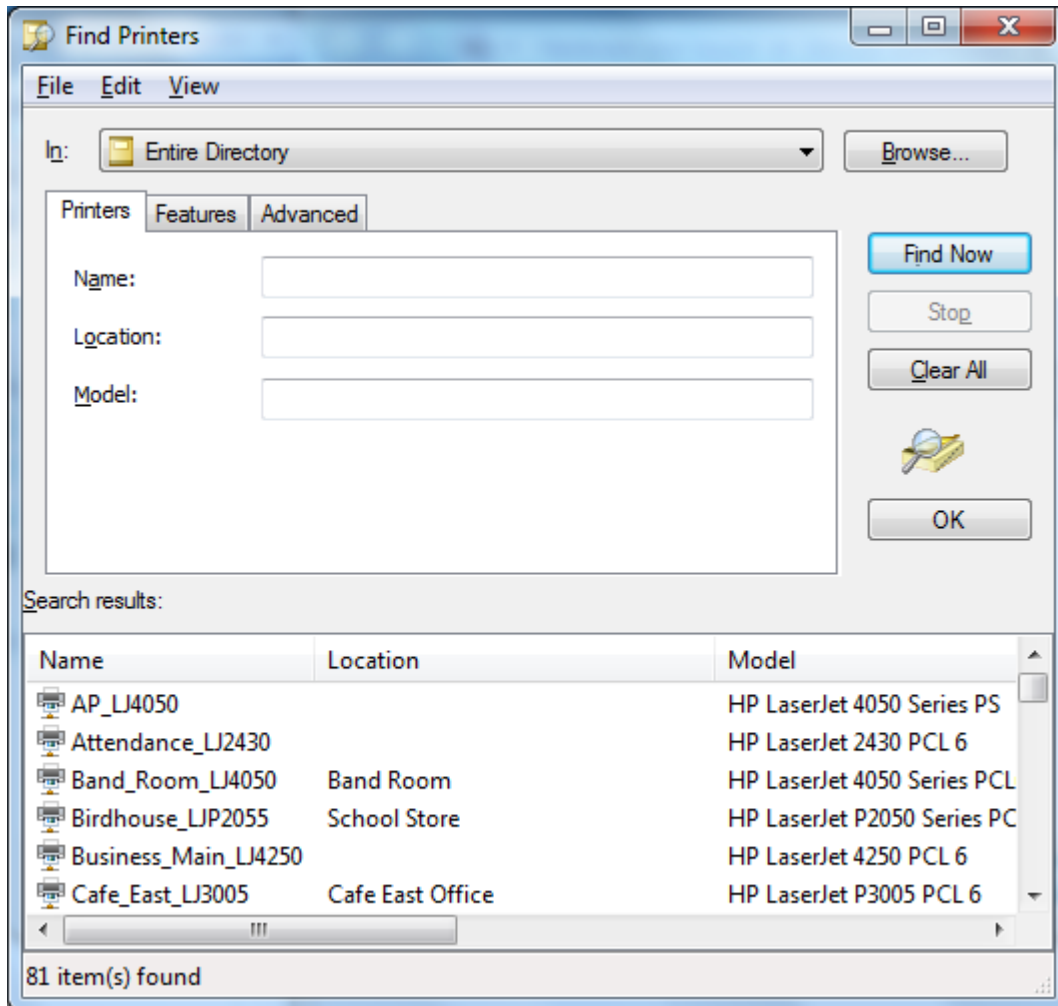
1. From the Windows desktop, click the **Start** button.
2. In the Start menu, choose **Devices and Printers**.
3. In the Devices and Printers window, click **Add a Printer**.
4. Windows will ask which type of printer you want to install. Choose **Add a network, wireless, or Bluetooth printer**.
5. Windows will display a list of the first 20 printers it finds on the network:

If the printer you want to install is in this list, simply click it and click **Next**. Windows will install the necessary software. Click **Next** when it finishes. At the next screen, you can print a test page, or just click **Finish** to complete the process.

6. If the printer you want to install isn't on the first list that Windows displays, click **The printer that I want isn't listed**.
7. Choose **Find a printer in the directory, based on location or feature** and click **Next**.

8. The **Find Printers** window will appear with a list of all available printers on the network. You can click the Name column heading to sort them into alphabetical order.

9. Scroll through the list and find the printer you want to add. Double click it when you find it. Windows will install the necessary software. Click **Next** when it finishes. At the next screen, you can print a test page, or just click **Finish** to complete the process.

Windows 7 will automatically set the first network printer you install as the default. Each time you install an additional network printer, Windows will ask if you would like to set it as the default. You can also change your default printer by right-clicking it in the Devices and Printers window and choosing **Set as default printer**.