INSTALLING A PRINTER ON A COMPUTER USING WINDOWS 7

1. Click on the Windows 7 START button.



2. Click on DEVICES AND PRINTERS in Start Menu.



3. Click on ADD A PRINTER in the Devices and Printer Dialog Box.



4. Click on ADD A NETWORK, WIRELESS OR BLUETOOTH PRINTER.



5. Make sure FIND A PRINTER IN THE DIRECTORY, BASED ON LOCATION OR FEATURE option is chosen (radial button will be dark) and then click NEXT.



6. Type the name of the printer you want to add in the NAME box. HINT: The name always starts with THS- then the room number- then the type of printer. For instance: THS-RM040-HP4515. If you are not sure of the name of the printer you wish to add type THS in the name box and search for the printer name from the printers listed in the SEARCH RESULTS BOX.

AFTER you have entered the name of the printer or at least THS in the name box, click FIND NOW to search for the printer.

Dind Printers		
File Edit View		
In: Entire Directory		Browse
Printers Features Advanced		
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Location:		biop
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Search results:		
Name	Location	Model ^
👼 textbookwh		HP LaserJet
👼 HP LaserJet 4050 Series PCL6		HP LaserJet
👼 SLP-RM9-HP1300	SLP-RM9-HP1300	hp LaserJet
👼 Options-Kyocera		Kyocera Mit
👼 HP LaserJet 4000 Series PCL6		HP LaserJet
👼 Brother DCP-8080DN Printer	HPK Library	Brother DCF 👻
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908 item(s) found		h.

7. Once you click FIND NOW you will see the results of your search in the Search Results (Bottom of the dialog box). If you typed THS in the Name Box you will see a lengthy list of printer names to choose from. If you entered an EXACT name CORRECTLY you will see only that printer listed in the Search Results.

D Find Printers		
File Edit View		
In: Entire Directory		Browse
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Name: THS-RM219-HP132	20	Find Now
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1 item(s) found		

8. Double-Click on the printer you have chosen in STEP 8. The printer will then be added to your Profile on that computer.