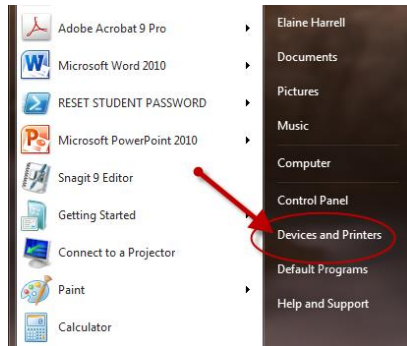# INSTALLING A PRINTER ON A COMPUTER
USING WINDOWS 7
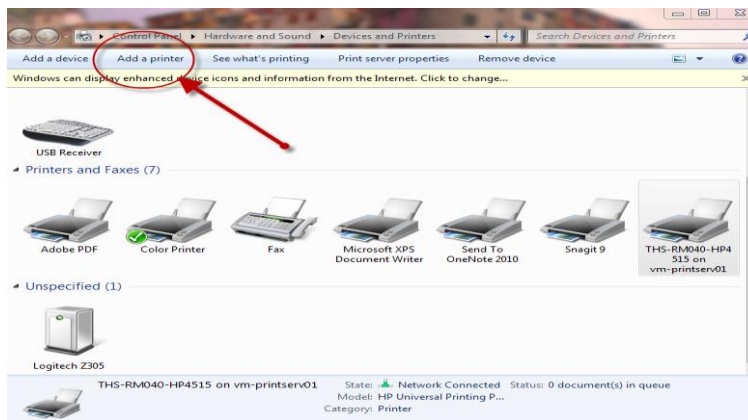
1. **Click on the Windows 7 START button.**
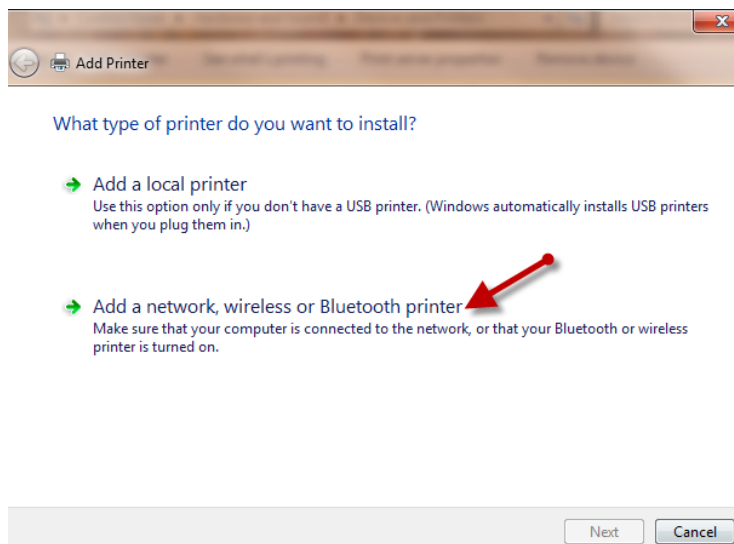
2. **Click on DEVICES AND PRINTERS in Start Menu.**

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

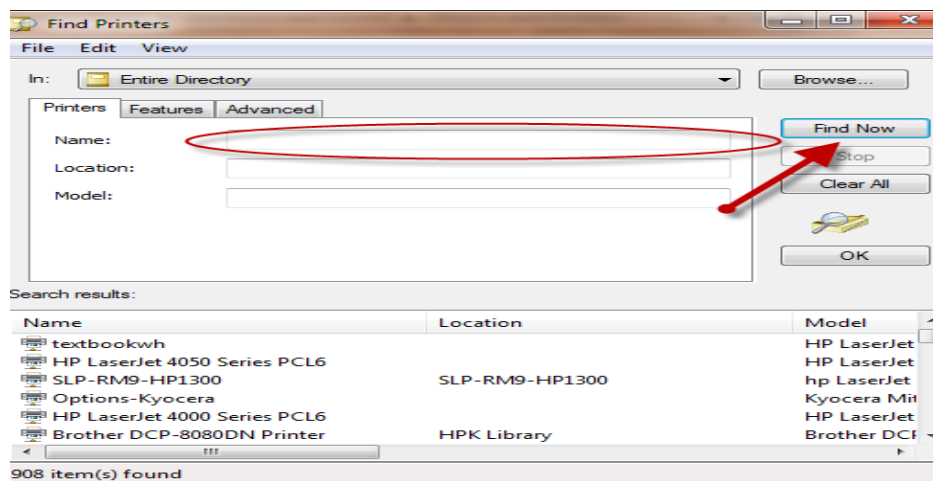4. **Click on ADD A NETWORK, WIRELESS OR BLUETOOTH PRINTER.**

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**.
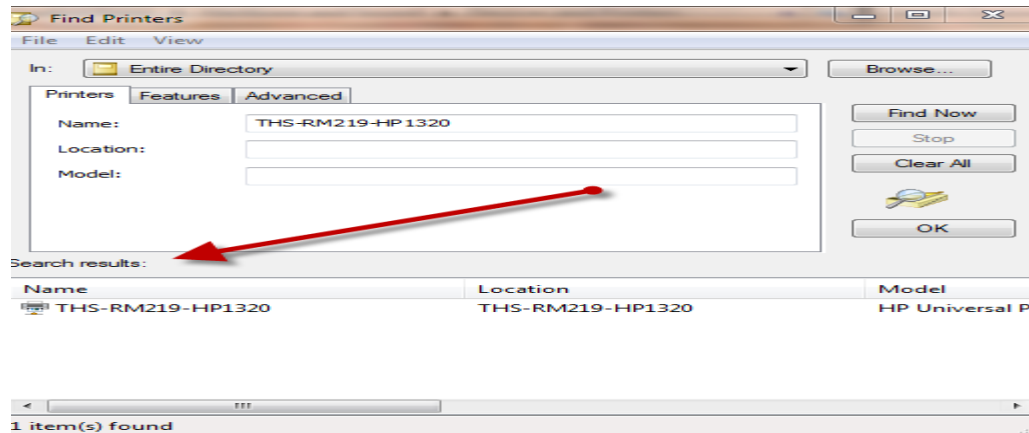

6. Type the name of the printer you want to add in the **NAME** box. HINT: The name always starts with THS- then the room number- then the type of printer. For instance: **THS-RM040-HP4515.** If you are not sure of the name of the printer you wish to add type **THS** in the name box and search for the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

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.

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