INSTALLING A NETWORKED PRINTER ON WINDOWS 7 PC

To install a networked printer on a Windows 7 PC:

- Go to: **The Start button > Devices and Printers**
- Select **Add a Printer** (yellow below):

![Add a Printer](image1)

- Select **Add a Network, wireless or Bluetooth printer** (yellow below):

![Add a Network, wireless or Bluetooth printer](image2)

- Select the **appropriate printer from the list** and double click it will automatically install.

If the printer you require is not displayed: click on: **The printer I want isn't listed** and then **NEXT**:
• Select: **Find a printer in the directory, based on location or feature** (radio button) and then click **NEXT** button

![Add Printer dialog box](image1)

• Type the campus the printer is located at (e.g. Craiglockhart as below) and then press the **Find now** button

• This will display all the networked printers at Craiglockhart – find the one you required by room number – double click on it and it will automatically install the printer:

![Find Printers dialog box](image2)