Adding a Network Printer – Windows 7

From the Start menu, click **Devices and Printers**.

Click on **Add a printer**.
Click the green arrow next to **Add a network, wireless or Bluetooth printer.**

Click the green arrow next to **The printer that I want isn’t listed.**
Select **Find a printer in the directory, based on location or feature** & click **Next**.

A list of printers will appear. I recommend you find your printer under the **Name** column. Once you find your printer, double click on the printer’s name.
Windows Printer Installation box appears.

Please click on Install driver, if you receive this box. If this box does not appear, please proceed to the next step.

You’ve successfully added your printer. Please click Next.
Deselect the check mark if you do not want to set as the default printer. Click **Finish**. The printer will appear in your printers list.