Adding a Network Printer – Windows 7
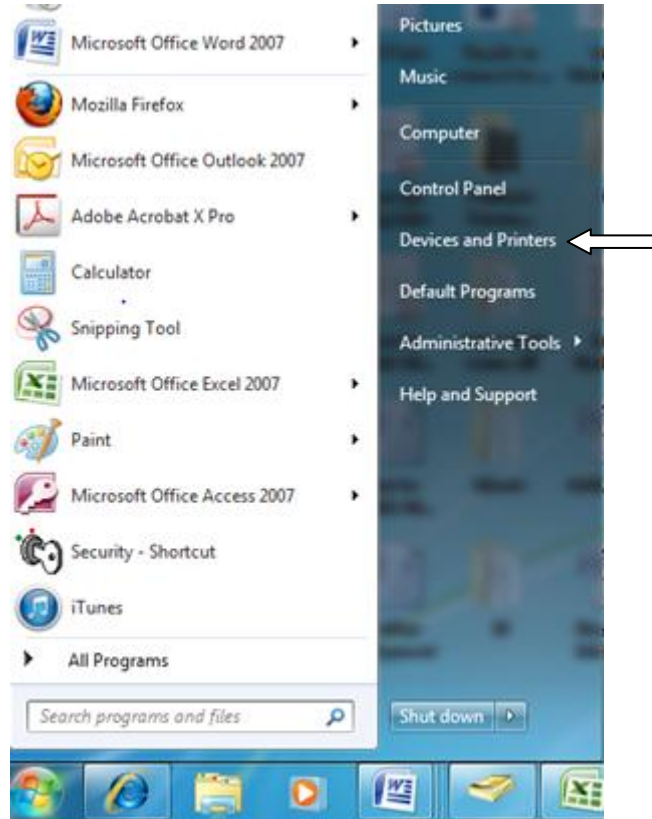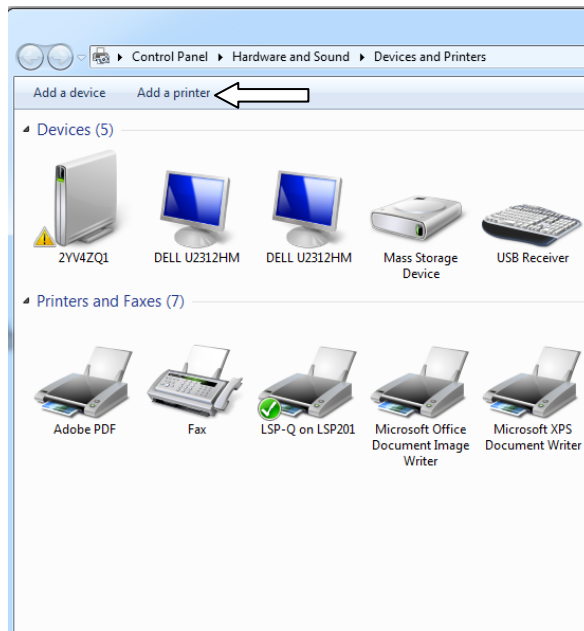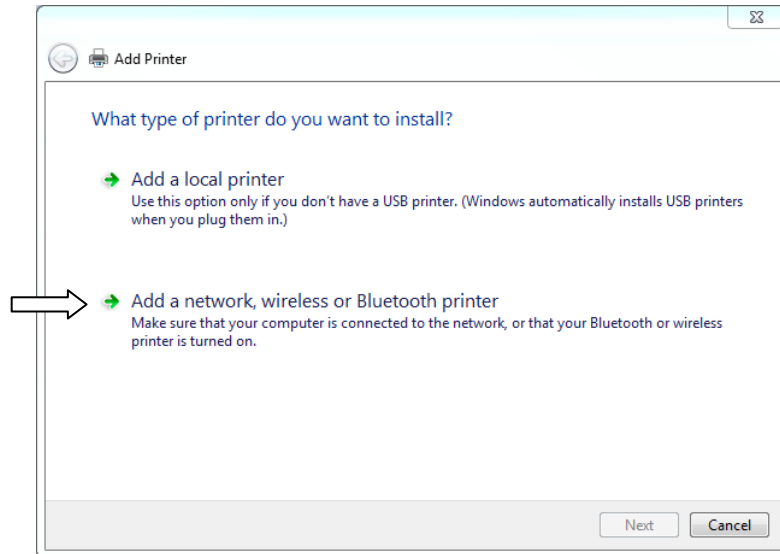
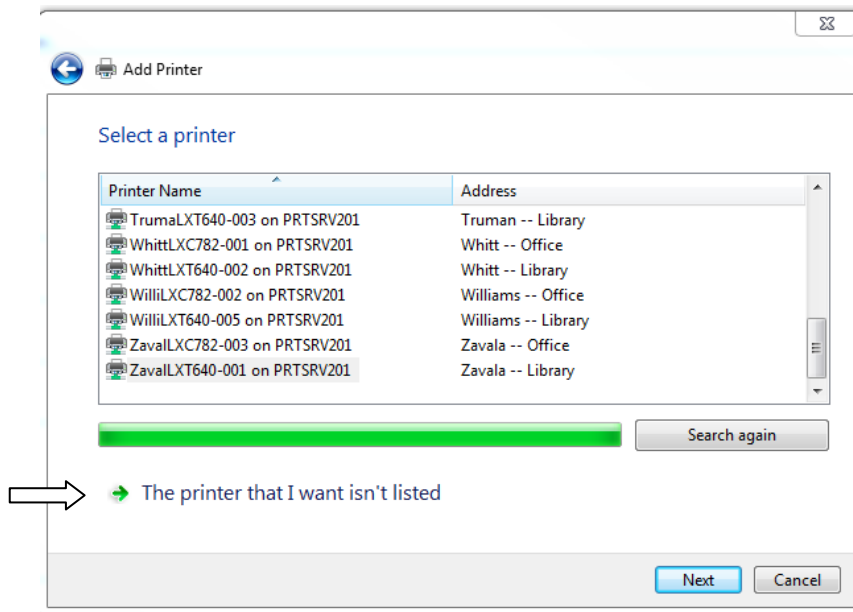From the Start menu, click **Devices and Printers**.
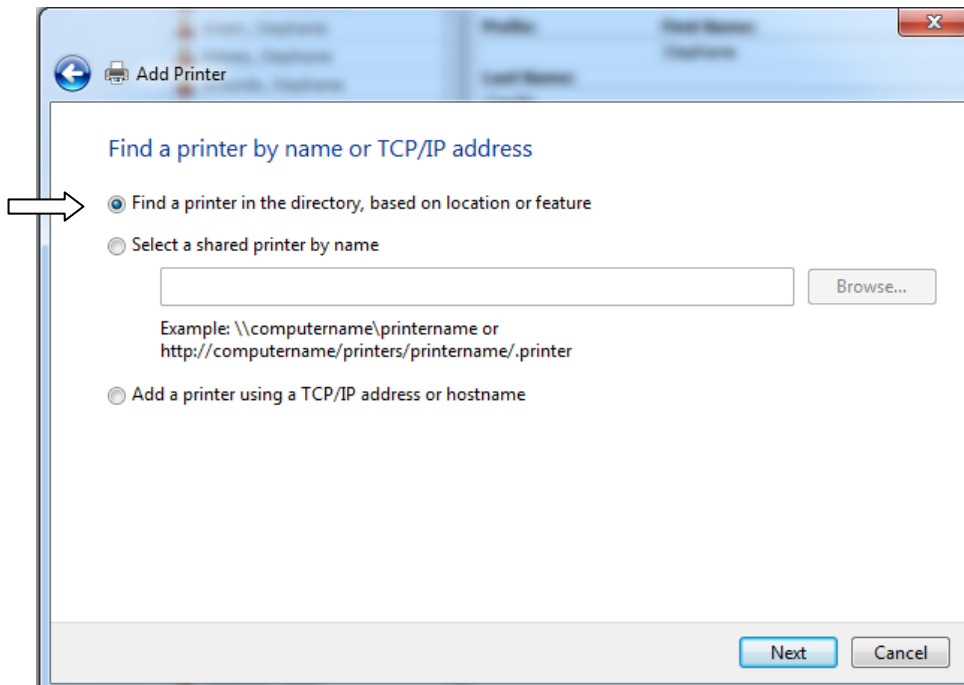

Click on **Add a printer.**

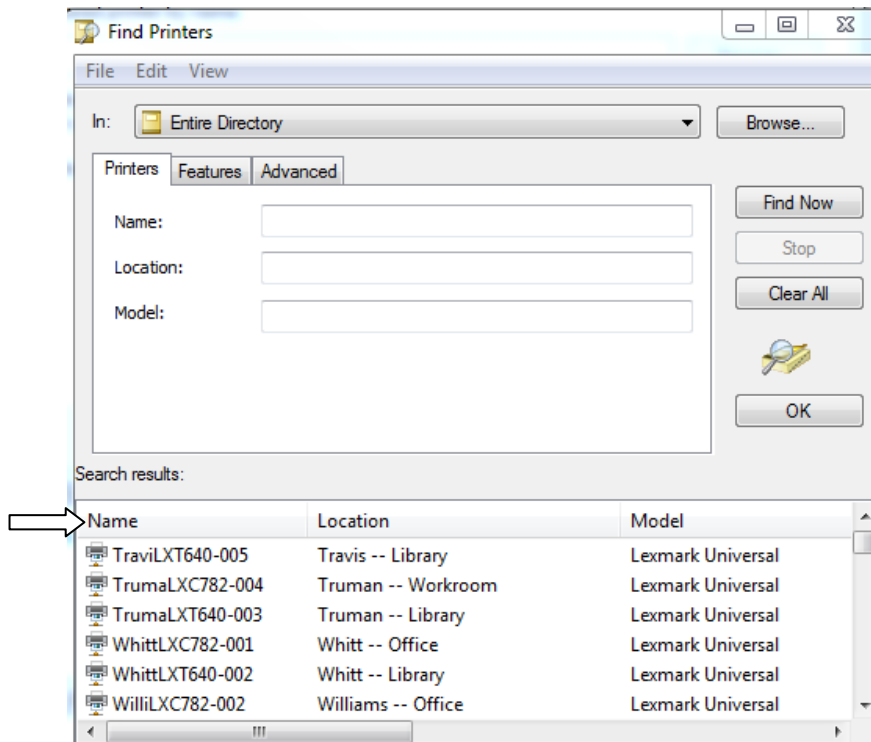Click the green arrow next to **Add a network, wireless or Bluetooth printer**.

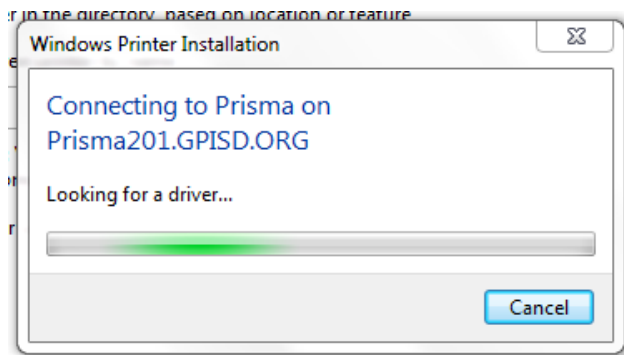Click the green arrow next to **The printer that I want isn't listed.**

Select **Find a printer in the directory, based on location or feature** & click **Next.**
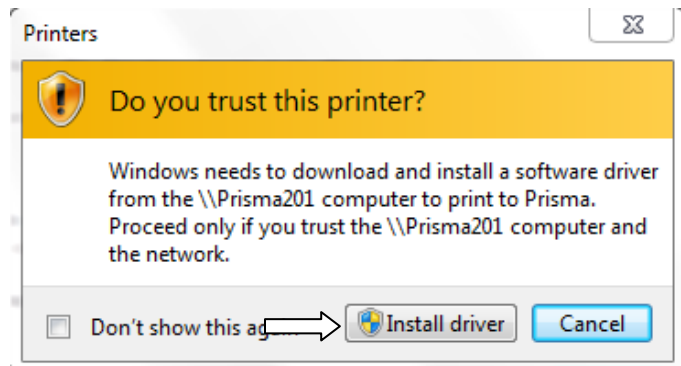

A list of printers will appear. I recommend you find your printer under the **Name** column.
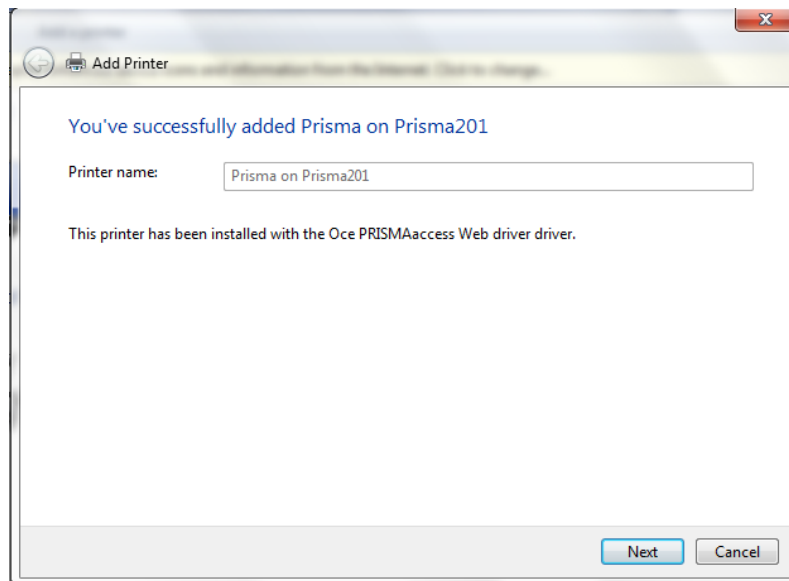Once you find your printer, double click on the printer's name.

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.