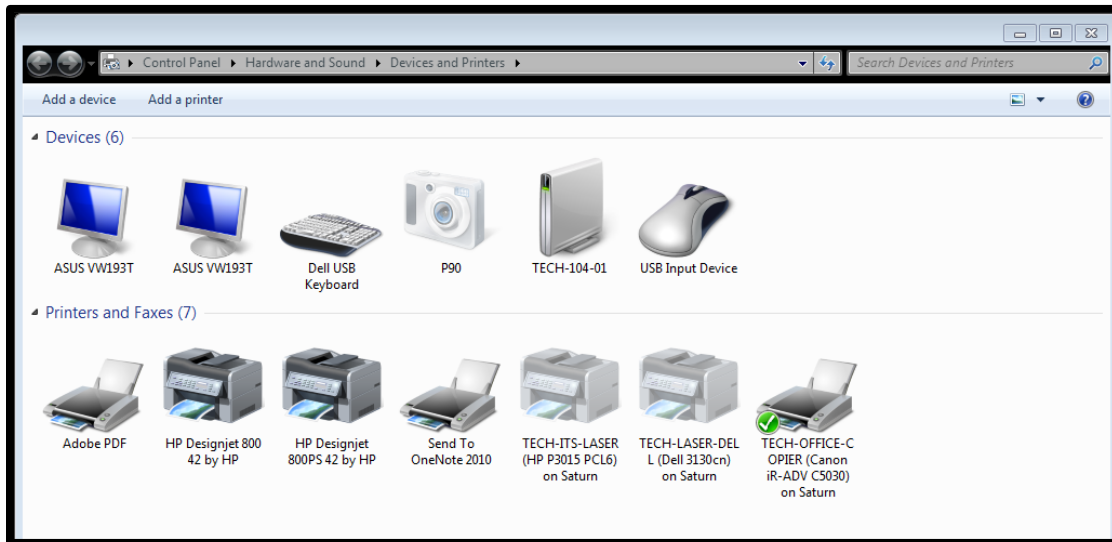
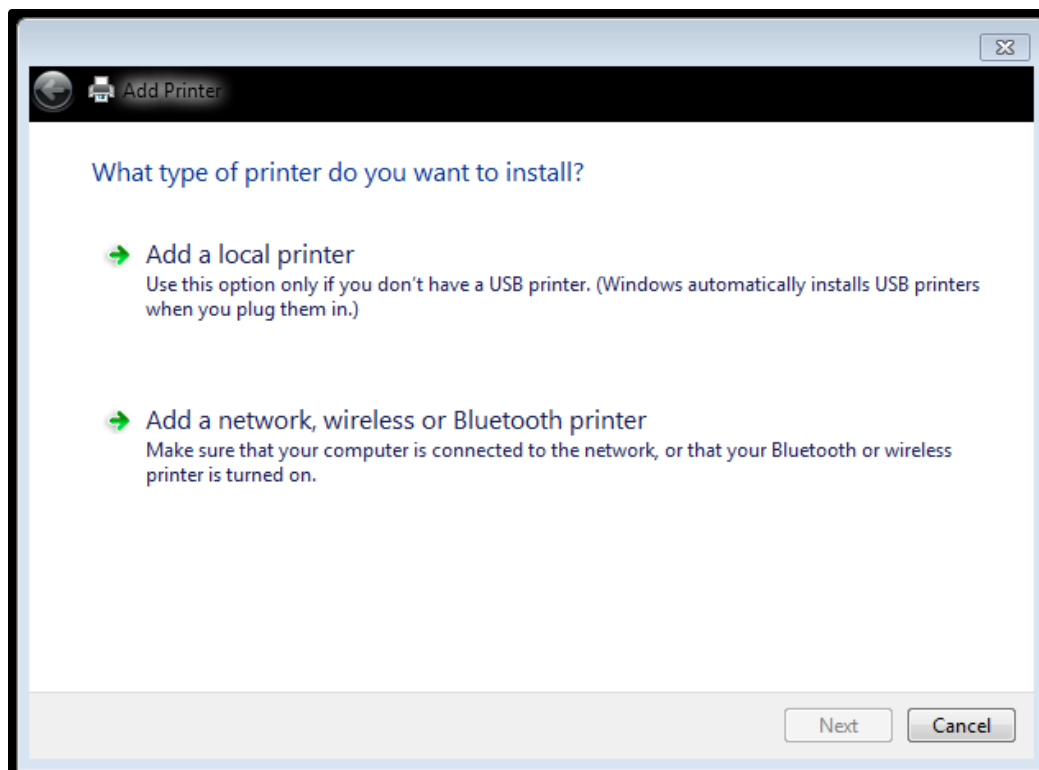


## Installing a Printer – Windows 7

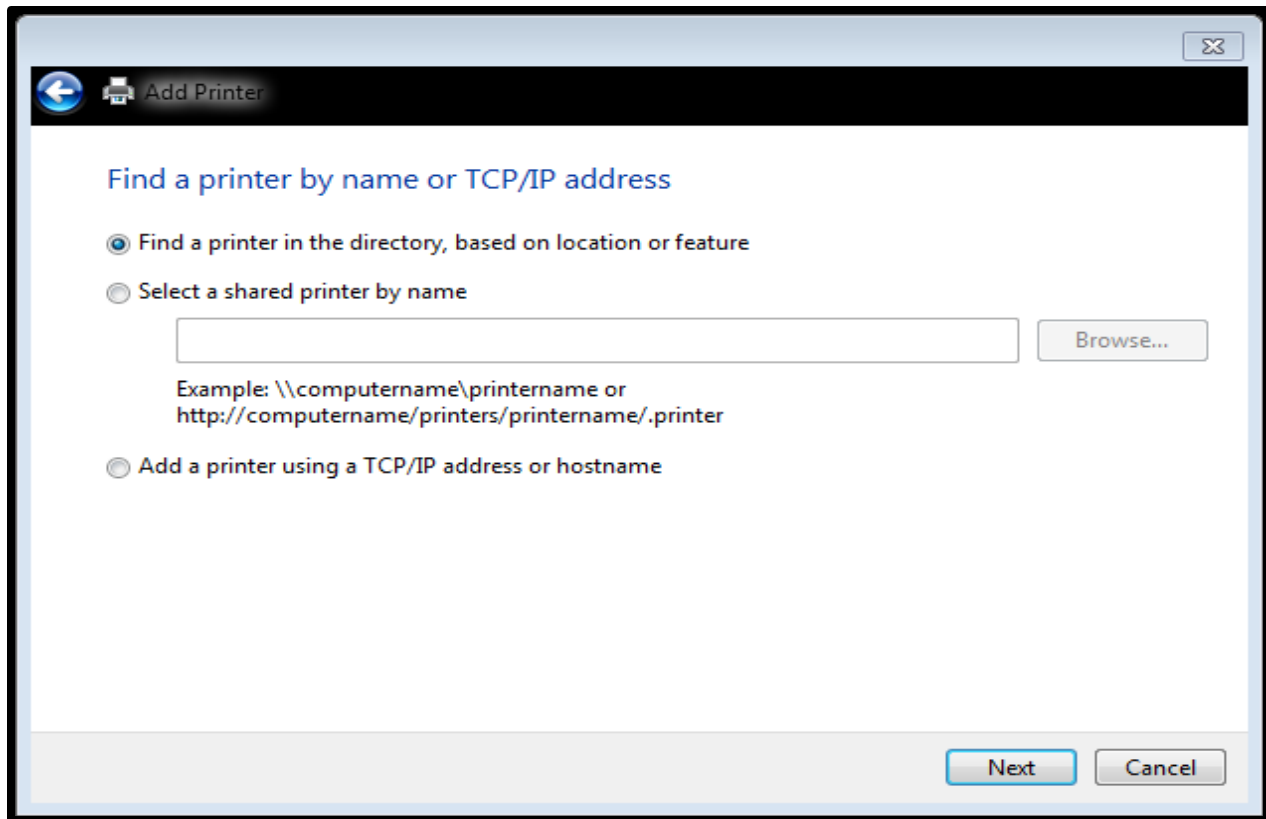
1. Click on Start the Start Button.
2. Click on Devices and Printers.
3. Click on Add a printer



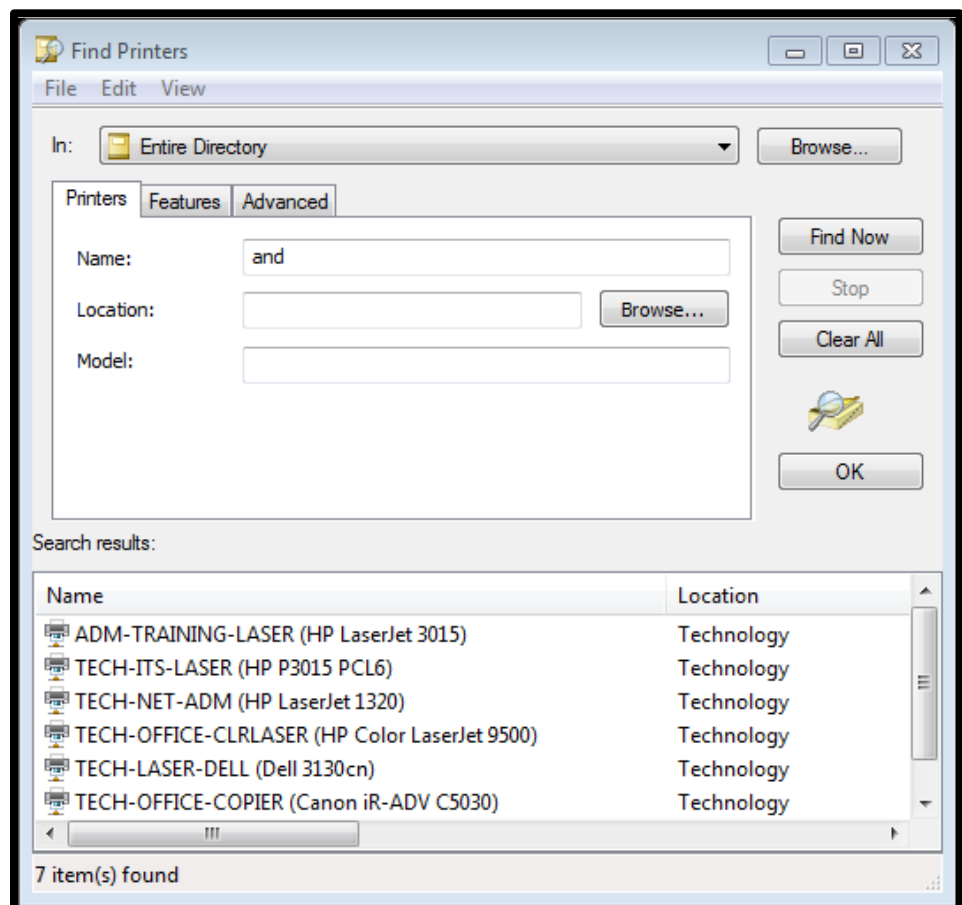
4. Click on Add a network, wireless or Bluetooth printer.



5. Choose find a printer in the directory, based on location or feature. Click on Next.



6. Remove Technology from the Location box.
7. Type the three letter abbreviation for your school in the name box.
8. Click on Find Now.
9. Scroll down to find the printer and click to highlight.
10. Click on OK.



11. Wait for the computer to connect to the printer.
12. Click on Next.
13. If this is your default printer, put a check in the Set as the default printer ox.
14. Print a test page if desired.
15. Click on Finish.