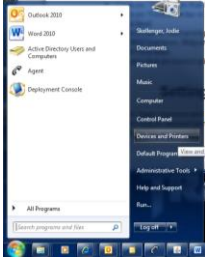


Adding a printer in Windows 7

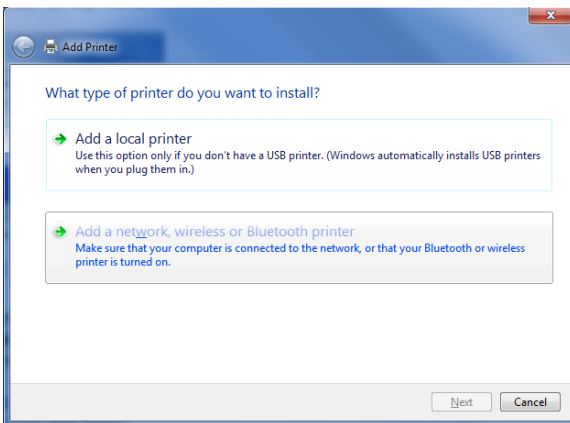
- Go to Start | Devices and Printers



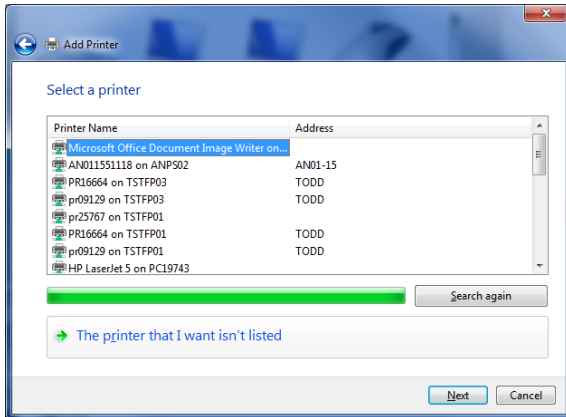
- Click on "Add a printer" on top menu



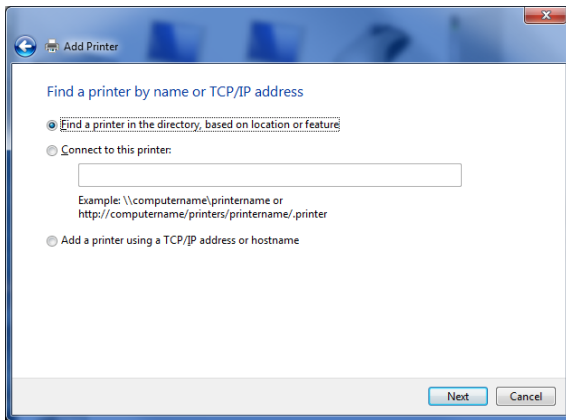
- Click on "Add a network, wireless or Bluetooth printer"



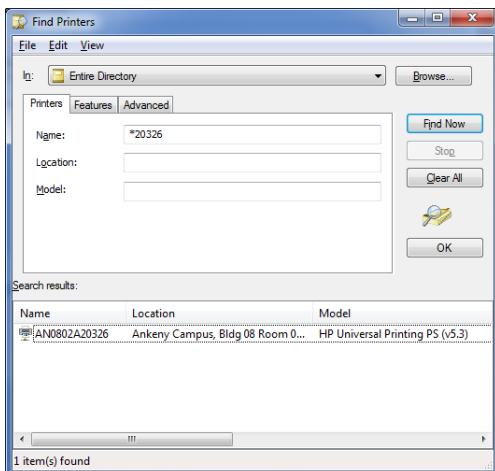
- Click on "The printer that I want isn't listed"



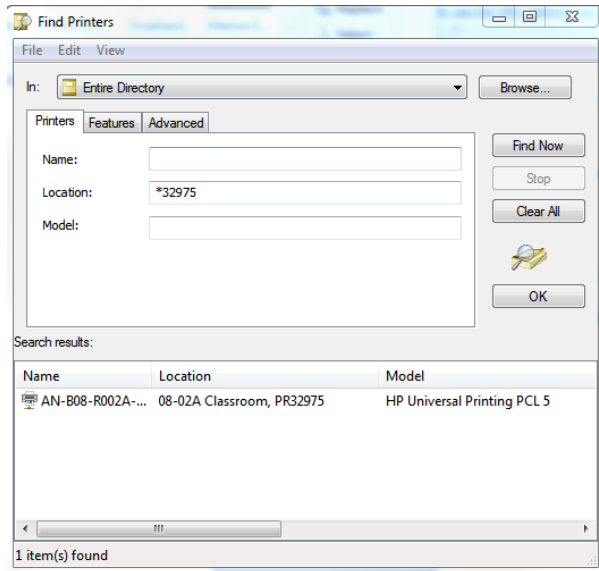
- Click on "Find a printer in the directory, based on location or feature" bullet
Click Next.



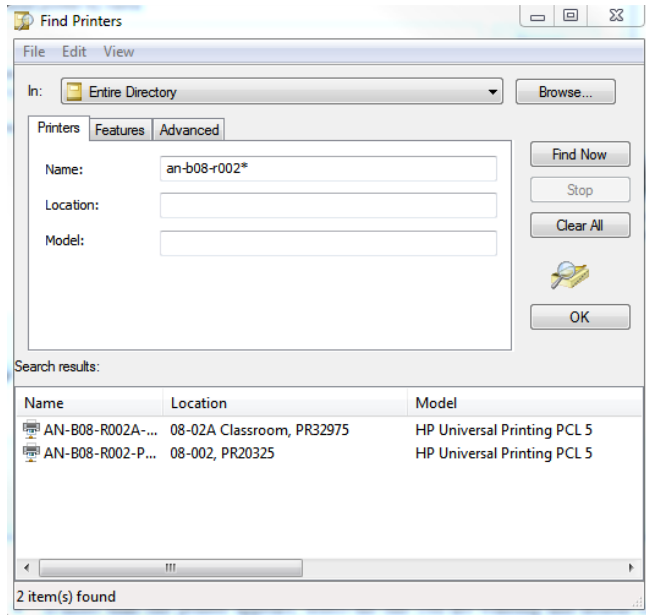
- Click in Name field and type * and printer DMACC barcode i.e. *20326 or AN0802 (campus, Bldg and room). Click Find Now.



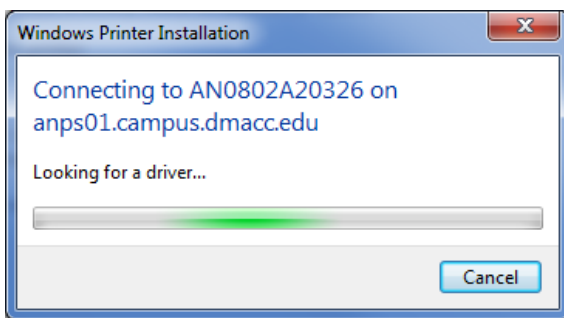
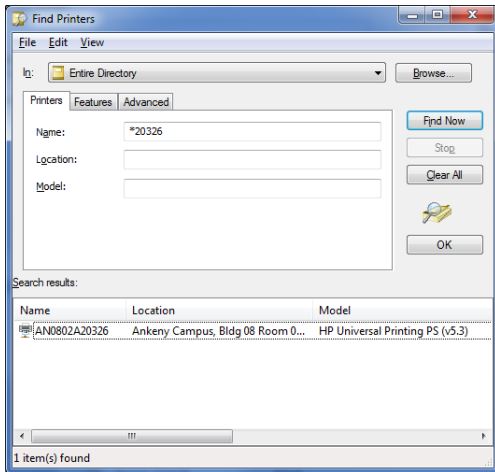
- To find a printer after it has been moved to the new naming convention, Click in Location field and type * and printer DMACC barcode i.e. *32975 Click Find Now



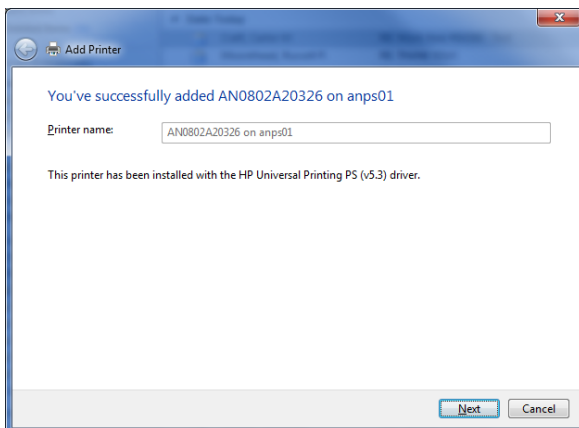
- If you are unable to find the printer by asset tag, click the name field and type in the location in the following format AN-B08-R002*, replacing the campus, building and room numbers with the location of the printer.



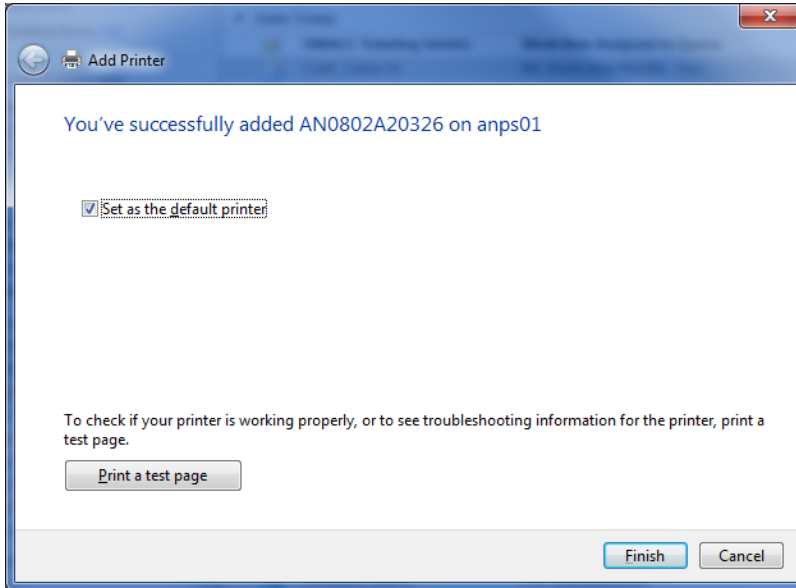
- If more than one printer appears, select the one you are wanting and double click on correct printer listed in Search results



- Once you printer is updated, click **Next** to complete the install.

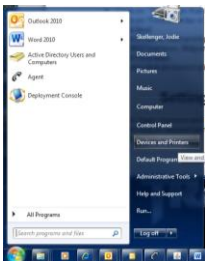


- If you want all your documents to be sent to this printer, then put a checkmark in the box to **Set as the default printer**. If you are just adding an additional printer to use on special occasions, leave the box black. You may also print a test page. Click on the **Print a test page** button.



Setting A Printer as Default

- Go to Start | Devices and Printers



- Right click on desired printer, then choose **Set as Default**

