Add a Network Printer
Windows 7

January 7, 2015

For help with any of the instructions below please contact the AIMS Help Desk at 265-6900 or email help@aims.wisc.edu
Adding a Network Printer

1. Click on the **Start** button and select **Devices and Printers** as shown in **Figure 1**.

![Figure 1](image1)

2. Select **Add a Printer** as shown in **Figure 2**.

![Figure 2](image2)

3. Click **Add a network, wireless or Bluetooth printer** on the Add Printer Wizard as shown in **Figure 3**.

![Figure 3](image3)
4. Scroll down the list of printers until you find the one you wish to add.

Note: If your desired printer is listed, follow steps 5 – 7. If your desired printer is not listed, follow steps 8 – 12.

5. Double-click on that printer as shown in Figure 4.

6. Click Next as shown in Figure 5.
7. Leave the box next to **Set as the default printer** checked if you want the printer to be your default. If you do not want the printer to be your default printer uncheck the box. Then click **Finish** as shown in **Figure 6**.

8. Select **The printer that I want isn’t listed**. See **Figure 7**.
9. Select **Find a printer in the directory, based on location or feature**. Then click **Next** as shown in **Figure 8**.

10. Click **Find Now** to populate a list of printers as shown in **Figure 9**.
11. Scroll down the list of printers until you find the one you wish to add.

  Double-click on that printer. See Figure 10.
12. Click **Next** as shown in **Figure 11**.

![Figure 11](image1.png)

13. Leave the box next to **Set as the default printer** checked if you want the printer to be your default. If you do not want the printer to be your default printer uncheck the box. Then click **Finish** as shown in **Figure 12**.

![Figure 12](image2.png)