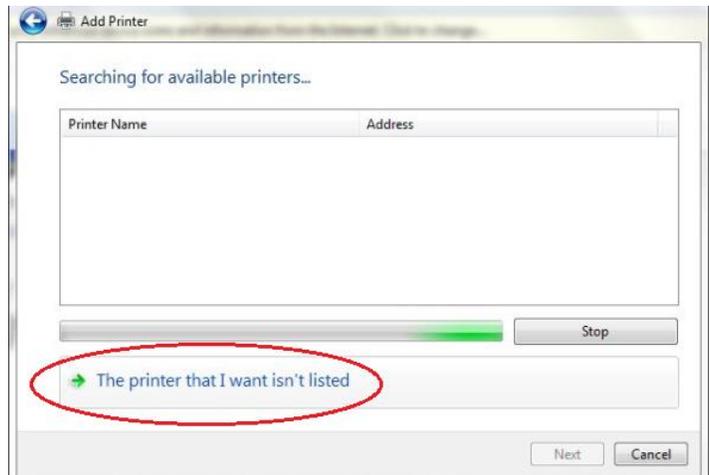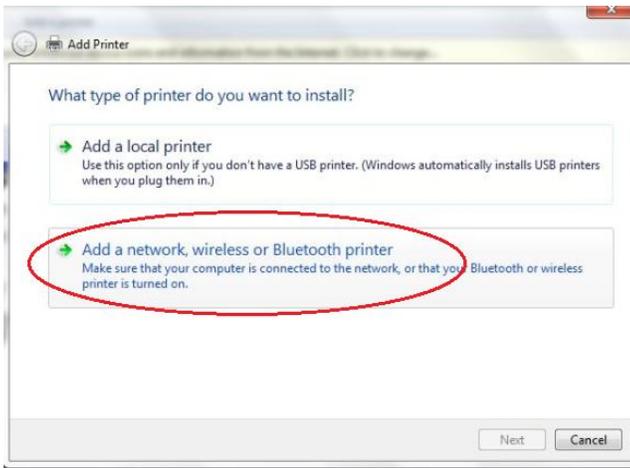# Adding a Networked Printer (Windows 7)

- Go to **Start**
- Click "**Devices and Printers**"
- Click "**Add a printer**"
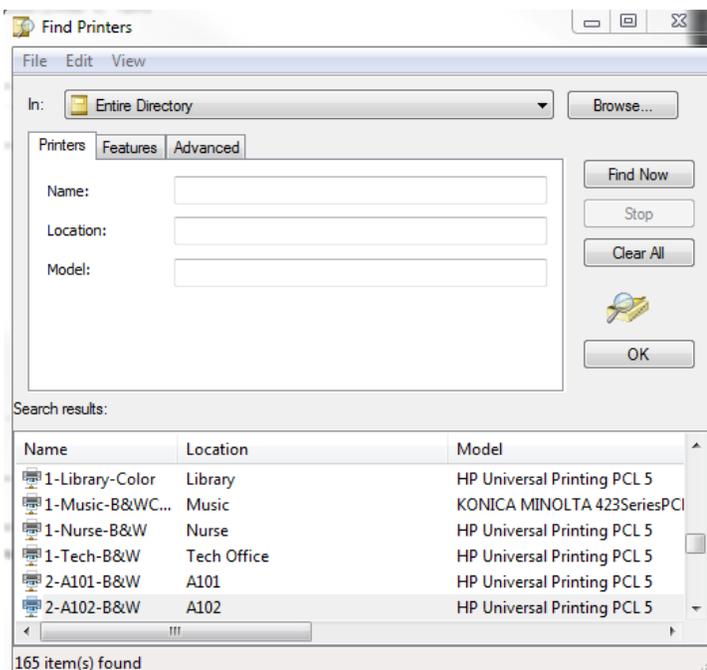
- Select "**Add a Network, wireless or Bluetooth Printer**"
- Click "**The printer that I want isn't listed**"

- Select "**Find a printer in the directory**" and click "**Next**".
- In the Find Printers Window, enter your school number in the "**Name:**" box and click "**Find Now**"

**Note: (HS = 1, MS = 2, Doyon = 3, Winthrop = 4)

- In the Search Results Window, select the printer you want and click "**OK**"
- If the "**Do you trust**" window comes up, check "Don't show this again", then click "**Install driver**"

- After the drivers install, click "**Next**":

- In the last window check the "**Set as default**" button if you wish, then click "**Finish**"