

Win7 - Adding a Printer

Typically, printers are added by a **script**. When you login, the drivers for the printers in your school are already installed and available. But occasionally, there will printer(s) not installed that you want to use. To manually add printers, do this:

1. Click the **Start button** (lower left corner). Click **Devices and Printers** (right sidebar).
2. Click **Add a printer** (top).
3. Click **Add a network, wireless or Bluetooth printer**.
4. If your printer is listed in the Select a printer box, select it. Otherwise, click **The printer that I want isn't listed**.
5. Click **Select a shared printer by name**.
6. Type the following in the box: **backslash+backslash** (this is the slash **above** the **enter key**) +your **building's server name**. For example: [\\horn-srv](#) or [\\vanallen-srv](#) or [\\se-srv](#) or [\\west-srv](#) .
Building server names are:
 - **High School** server names = the 4 letter school name (i.e., City, Tate, West)
 - **Junior High School** server names = two letter abbreviation (i.e., NC, NW, SE)
 - **Elementary** server names = single school name (e.g. Roosevelt, Wood, Kirkwood—except for **Corcen** and **Vanallen**)
7. Type a final **backslash** after the server name (e.g. [\\horn-srv\](#) or [\\se-srv\](#)). When you type this final backslash, a list of the available printers in the building will popup.
8. Select the printer you want to add. **Next**. It might take a while for the system to locate, download and install the driver.
9. When complete, you will see **You've successfully added...** Click **Next**.
10. You may select this as your default printer—or not. You may also print a test page, if desired. Click **Finish**.

Selecting a Default Printer

At any time, to set a **default printer**, do this:

1. Click the **Start button**. Select **Devices and Printers**.
2. From the list of printers, **right/click** the printer you prefer. Select (left-click) **Set as default printer**.