**How to: Add a Network Printer in Windows 7**

1. To begin setting up your printer, click on the “start” button, and then click on “Devices and Printers” on the right side of the Start Bar.

2. Click on “Add a Printer” located on the toolbar at the top of the window.

3. Click on “Add a network, wireless or Bluetooth printer.”
4. Next, click on “The printer that I want isn’t listed” button.

5. Make sure the “Find a printer in the directory, based on location or feature” radio button is selected, and then click Next.
6. In the location box enter cba. Then click on the “Find Now” button. Locate the printer you want to connect to and then click OK. *To sort the listing click on the table heading. For example, to sort by Location in ascending order click on the Location heading.

7. Click on the appropriate radio button to select if this printer will be your default printer (All printing will go to this computer), and then click Next.

8. Click on the Finish button to add this printer.