The instructions in the job aid describe how to add a printer to computers running Microsoft Windows 7 or Windows 8. Please follow the instructions carefully that apply only to the operating system that your computer is running.

**Windows 8**

If you have a computer that is running Windows 8, follow these steps to install a printer:

1. Using your mouse, point to the upper-right corner of the screen, and then click the Search icon.
2. All of the programs installed on your computer are listed here.
3. In the search field, type ‘Control Panel.’
4. **Click the Control Panel** tile to open it.

5. When the Control Panel opens, **click ‘Devices and Printers.’**

6. **Skip to Step 3 of this job to continue.**

**Windows 7**

Step 1: Click on the Windows icon in the bottom left hand corner of the computer screen.

Step 2: On the sidebar of the Windows menu, click on Devices and Printers.
Adding an Active Directory Printer

Step 3: Click on Add a Printer.

Step 4: Click on Add a network, wireless or Bluetooth printer

Step 5: Locate the printer in the list (printer list may take some time to load; the list is completely loaded when green bar stops moving). Select the printer from the list by clicking on it with the mouse and then click the Next button and proceed to Step 16 on page 4.

Note: If the printer is not listed, proceed to Step 6 below and complete Steps 6-15.
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Step 6: Click on - The Printer that I want isn’t listed.

Step 7: Select - Find a printer in the directory, based on location or feature.

Step 8: Click the Next button.

Step 9: Click the Browse button.
Adding an Active Directory Printer

Step 10: Locate the category in which your school is contained (i.e. Elementary Schools). Click on the plus symbol to expand the category where your school would be listed. Expand as many categories as needed to locate your school.

Step 11: Click on the name of your school to select it.

Step 12: Click the OK button.

Step 13: Your school site should now be listed in the location. Click the Find Now button to refresh the printer list under Search results.

Step 14: Select the printer in the results area that you wish to add by clicking on it.

Step 15: Click the OK button. Proceed to Step 16 below.
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Step 16: Windows printer installation will begin. Do not click anything in this window.

Step 17: Click the Next button.

Step 18: The printer has been added successfully. To print a test page, click on the Print a test page button. When finished, click the Finish button.

Step 19: Once the printer has been added successfully, the printer will be in the list of printers and faxes. Note: the printer with the green check mark is the default printer.