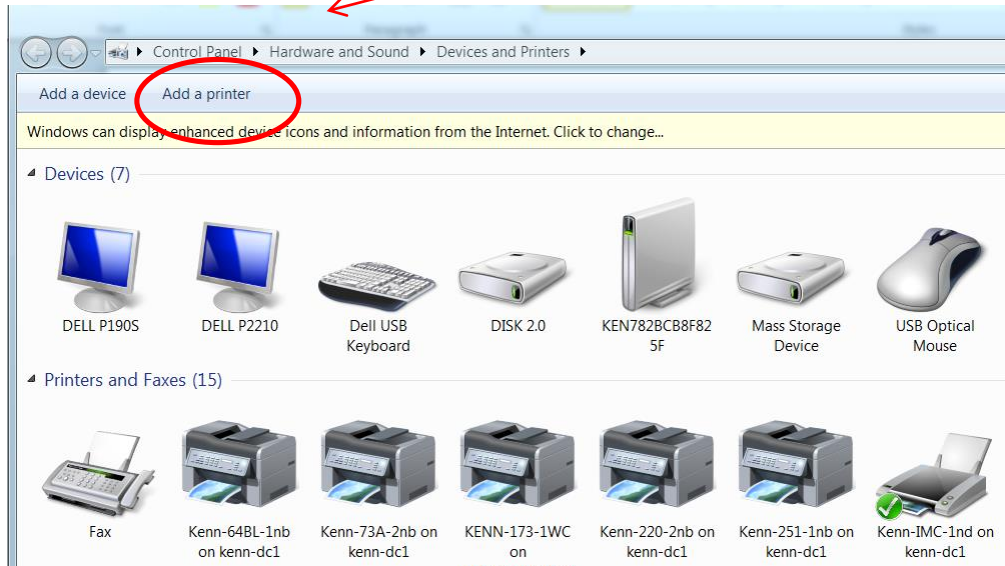


Adding a Networked Printer in Windows 7

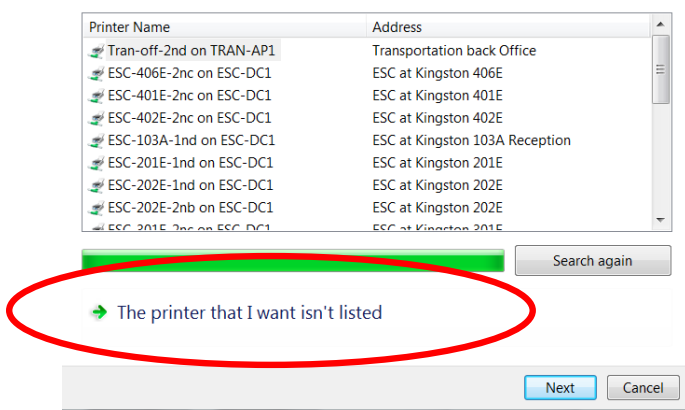
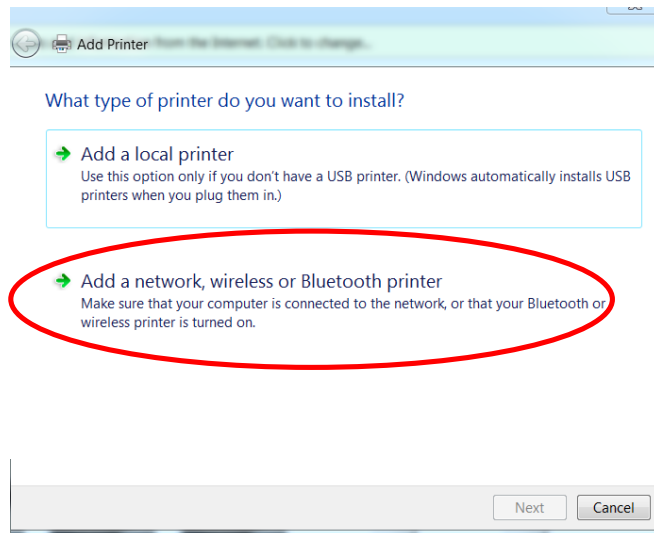
To add a printer in Windows 7 go to the Start Button > Devices and Printers.

Click on Add a Printer.



When the Printer wizard starts, select Add a network printer and NEXT.

The printer you want won't be in the list so CLICK ON "The printer that I want isn't listed."



Select the first button: Find a printer in the directory.

Find a printer by name or TCP/IP address

- Find a printer in the directory, based on location or feature
- Connect to this printer:

Example: \\computername\printername or
http://computername/printers/printername/.printer
- Add a printer using a TCP/IP address or hostname

Click on "Next."

Next

Type in Kenn in the location line and click on Find Now.

A listing of all the networked printers at Kennedy will appear in the list.

Name	Location	Model	Server Name	Comment
Kenn-Caf-1nb	Kennedy Cafe Mgr Off	Dell 2330dn Laser Printer XL	kenn-dc1.crcsd.abc	Dell 2330dn
Kenn-Box-1nd	Kennedy Bookkeeping Off.	LANIER MP 161/LD016 PCL	kenn-dc1.crcsd.abc	LD016 Cop
Kenn-Act-1nd	Kennedy Activities Office	LANIER MP 2000/LD320d P...	kenn-dc1.crcsd.abc	LANIER LD3
Kenn-73A-2nb	Kennedy 73A	Dell Laser Printer 5310n	kenn-dc1.crcsd.abc	Dell Laser 5
Kenn-68-2nb	Kennedy 68 Lab	Dell Laser Printer 5310n	kenn-dc1.crcsd.abc	Dell Laser 5
Kenn-64BL-1nb	Kennedy 64B Lab	Dell Laser Printer 5310n	kenn-dc1.crcsd.abc	Dell Laser 5
KENN-173-1WC	Kennedy 173	HP Color LaserJet CP1215	KEN782BCBFE2EE.crcsd.a...	HP Color La
KENN-161-1WC	Kennedy 161	HP Color LaserJet CP1215	KEN782BCBFE2EE.crcsd.a...	HP Color La
Kenn-120A-2nb	Kennedy 120A	Dell Laser Printer 5310n	kenn-dc1.crcsd.abc	Dell Laser 5
Kenn-123-2nb	Kennedy Rm 123	Dell Laser Printer 5310n	kenn-dc1.crcsd.abc	Dell Laser 5
Kenn-Off-2nd	Kennedy Main Office	LANIER MP 3500/I D335 PC	kenn-dc1.crcsd.abc	LANIER I D3

Find the printer name/location that you would like to map to and DOUBLECLICK on the printer.

A window opens up and tells you that you've successfully added the printer you selected.

Click on NEXT.

At the next window... click on Finish.

You do not need to print a test page.

You've successfully added Kenn-68-2nb on kenn-dc1

Set as the default printer

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Print a test page

Finish Cancel

You've successfully added Kenn-68-2nb on kenn-dc1

Printer name: Kenn-68-2nb on kenn-dc1

This printer has been installed with the Dell Laser Printer 5310n driver.

Next Cancel