

# Windows 7

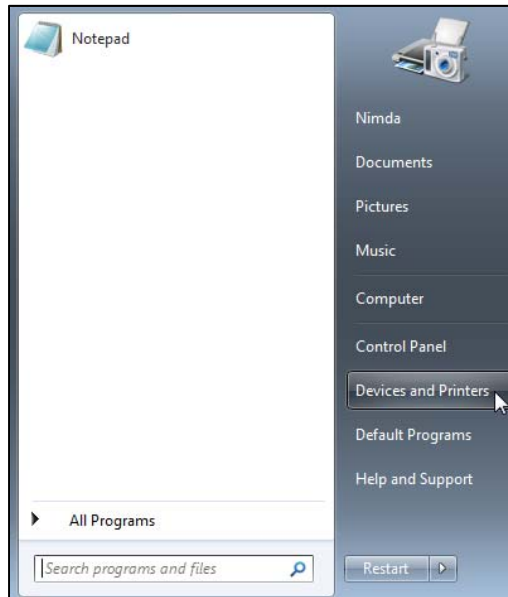
## How to Install a Printer on the Domain

8/13/2012

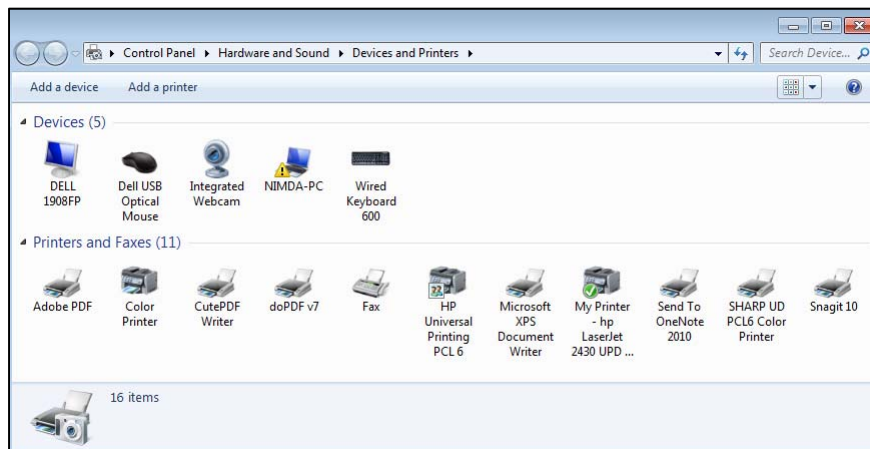
Applies to: Russell Labs faculty, staff, and grad students

**Important: These instructions will only work if you are already logged into the domain.**

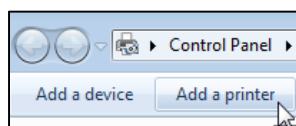
1. Click Start..Devices and Printers:



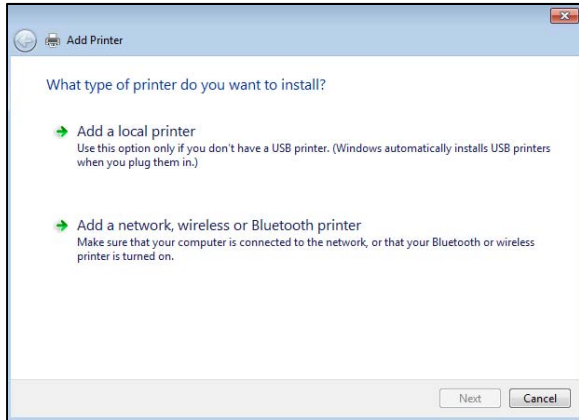
The Devices and Printers window appears:



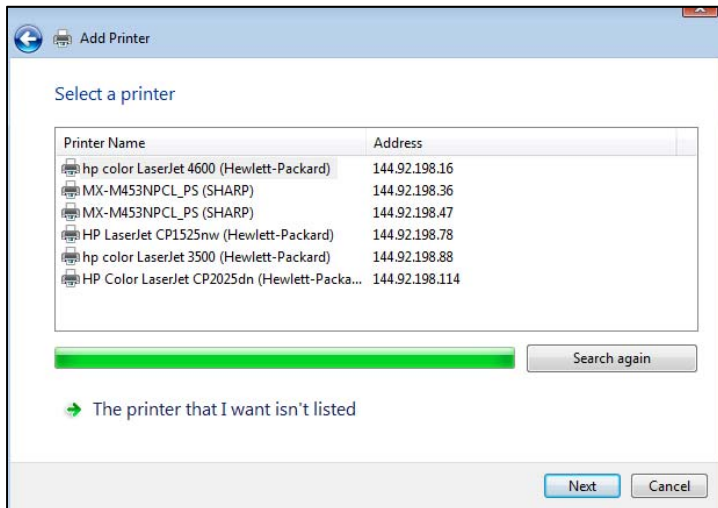
2. Click *Add a Printer*:



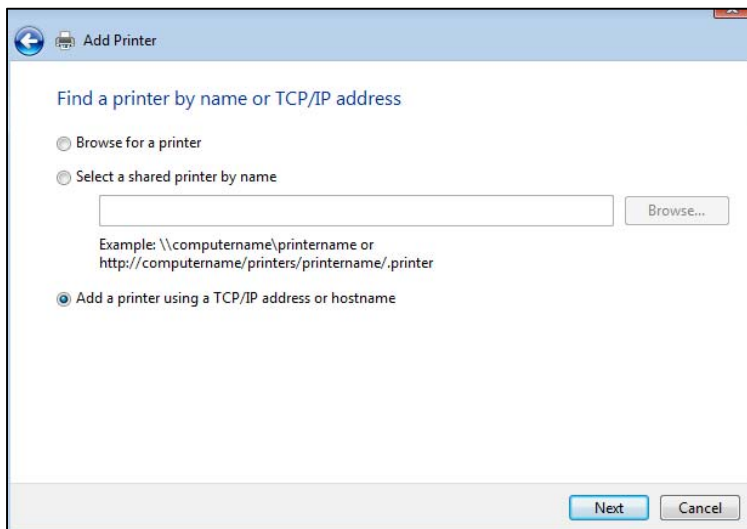
The first Add Printer window appears:



3. Click *Add a network, wireless, or Bluetooth printer.*



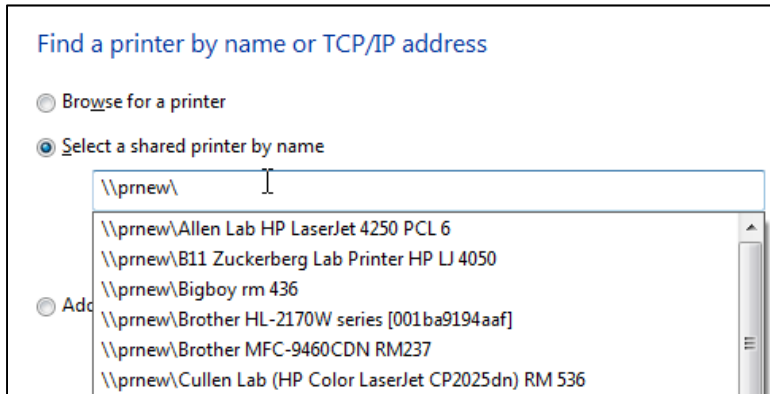
4. Click *The printer that I want isn't listed.*



5. Click *Select a shared printer by name*.
6. In the box below *Select a shared printer by name*, type:

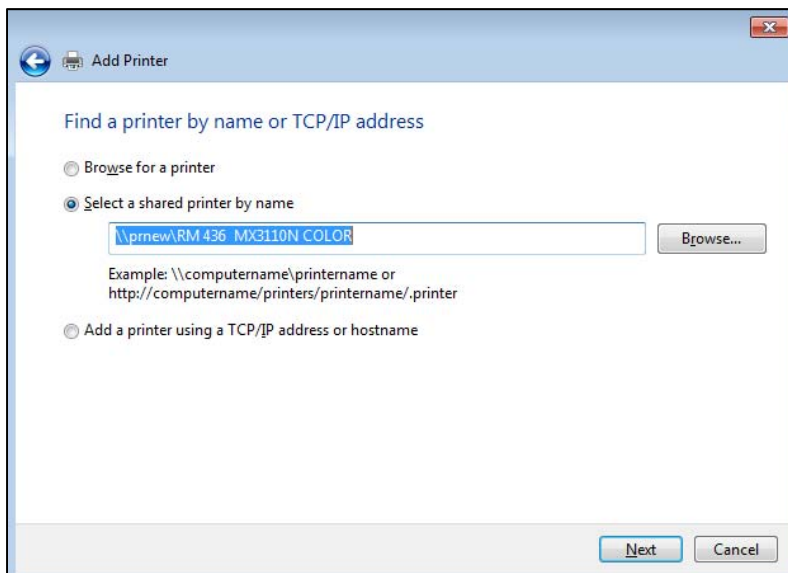
[\\prnew\](#)

As you type the last backslash, the printer list will fill with a list of printer names:

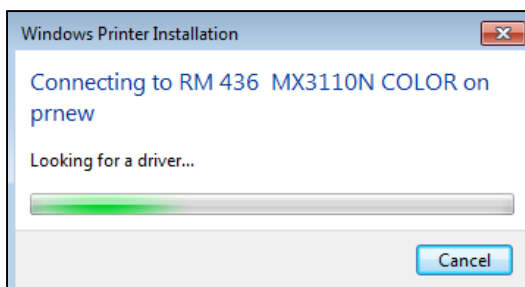


7. Select the printer you want to install.

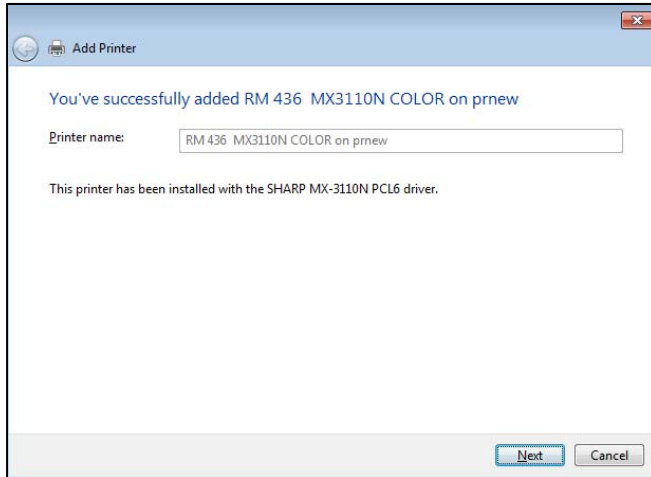
Example: for the Sharp color printer in the Herrling Lab, select *Rm 436 MX3110N Color*:



8. Click *Next*. A popup box appears:



9. The final screen appears:



10. Click Next. A confirmation screen appears.

Optional:

- Do you want that printer to be the default printer? Check or uncheck the box.
- Do you want to print a test page to verify that the install worked correctly? If yes, click Print a test page.