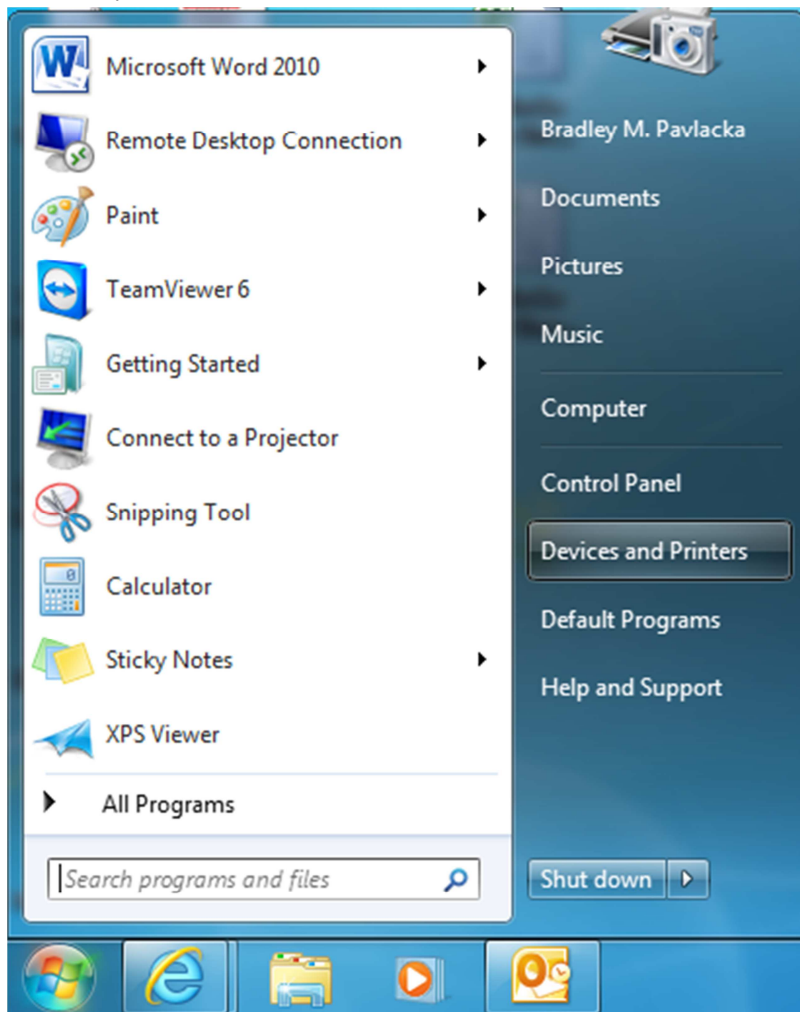
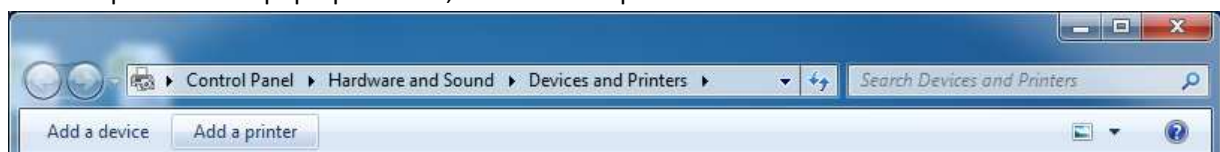


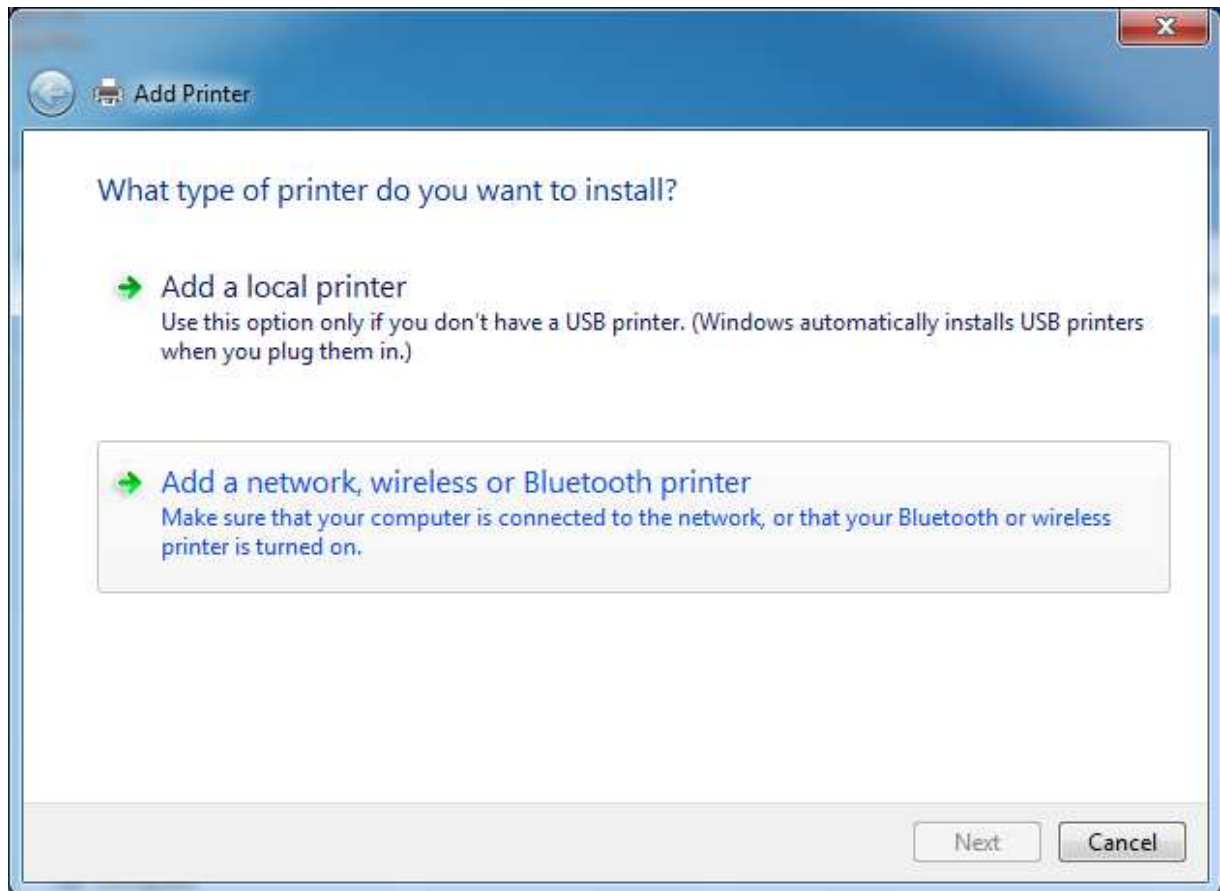
To add a printer in Windows 7, under the Start menu, select “Devices and Printers”



At the top of the new pop-up window, select “Add a printer”

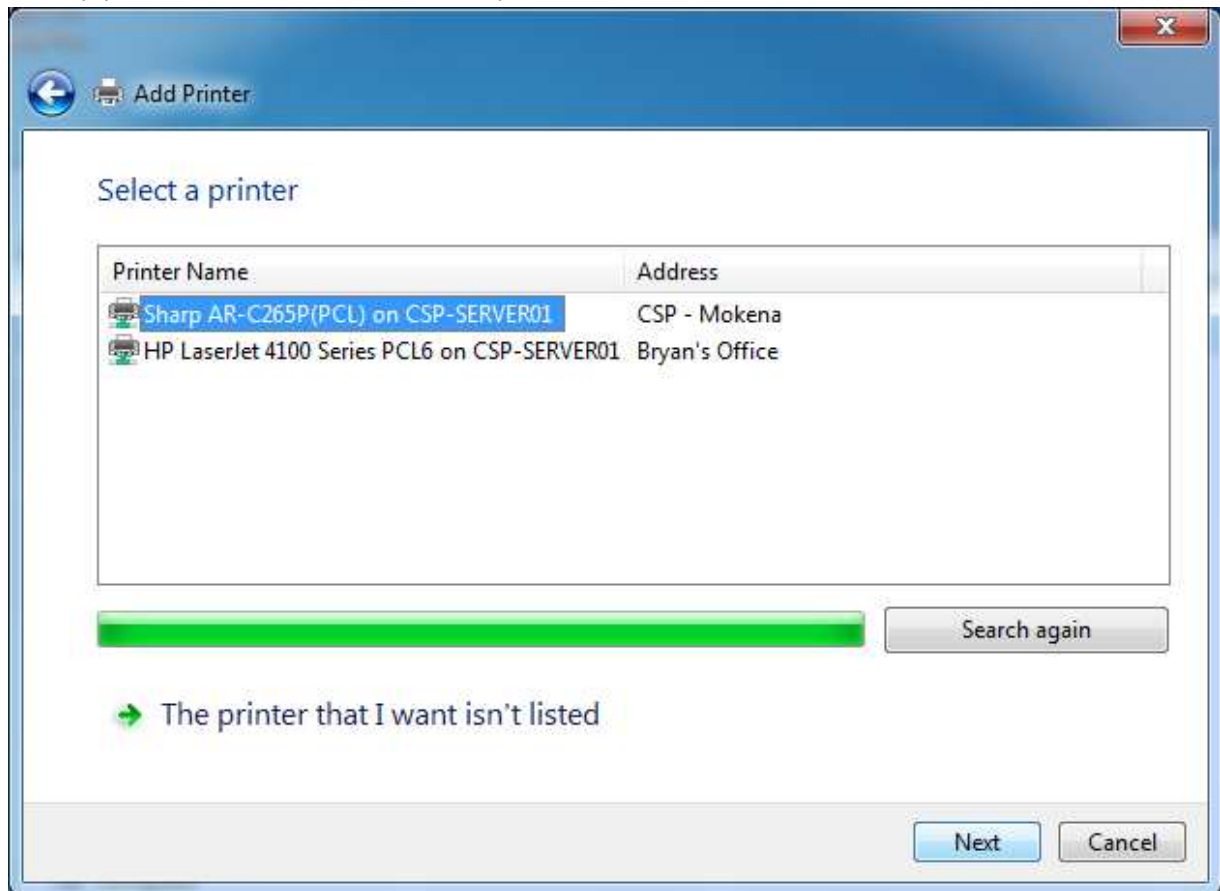


In the new pop-up window, select “Add a network, wireless or Bluetooth printer”

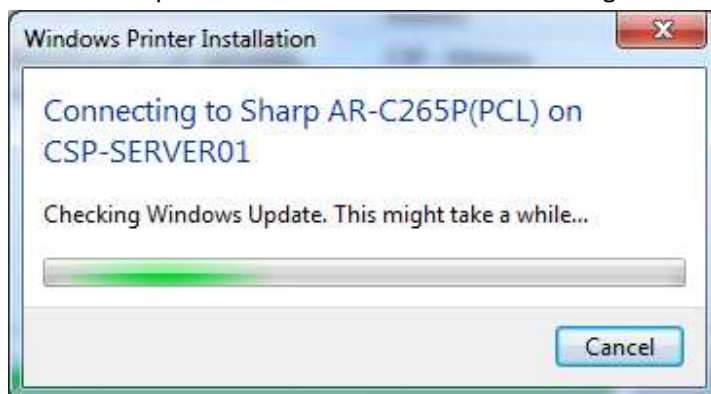


The computer will search for and list all of the printers on the network. The printer names will vary depending on the agency you work for. Highlight your desired printer by clicking on it, then click “Next”,

or simply double-click on the name of the printer.

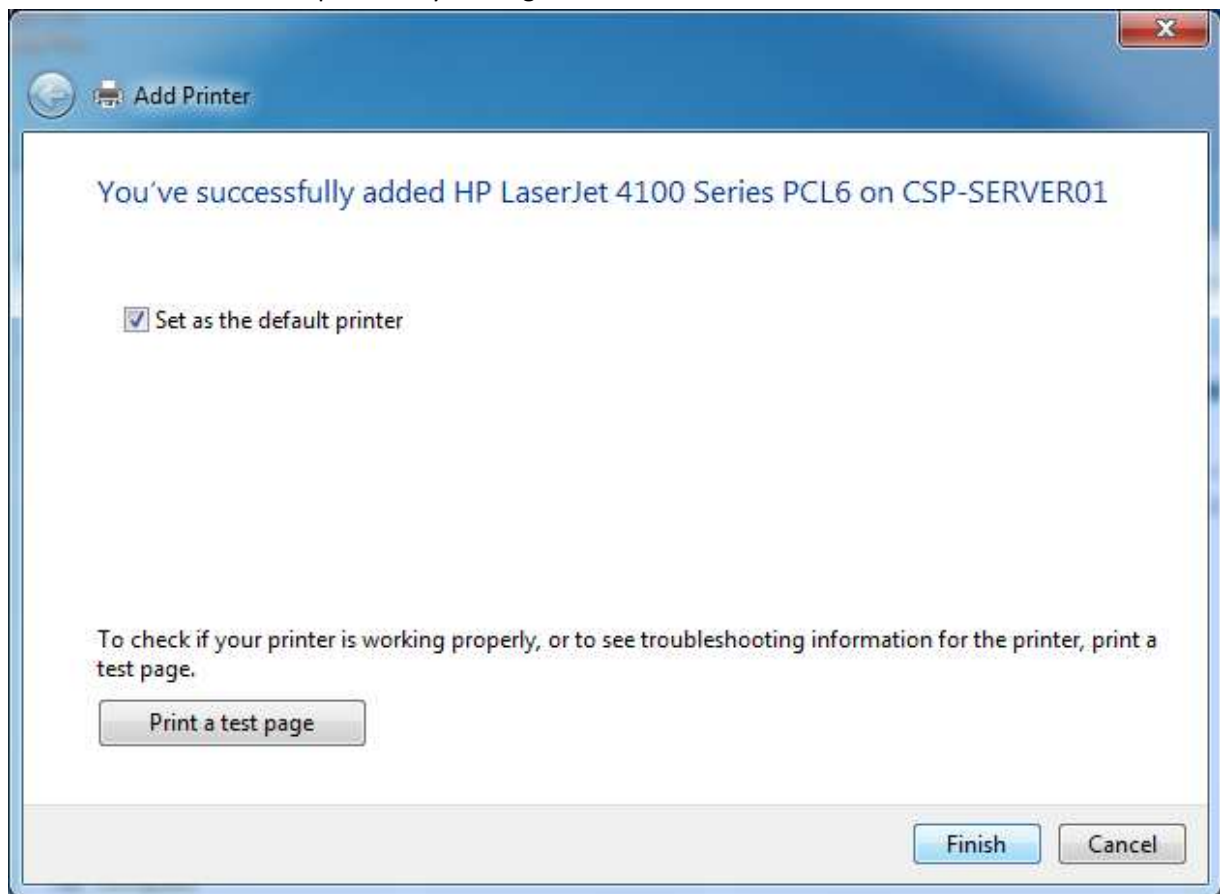


Wait for the printer to install. It should not take long.



Click the **Next** button on the following screen.

If you would like the newly added printer to be the default printer, ensure that the checkbox is checked next to “Set as the default printer” by clicking on it. Click the “Finish” button.



Your new printer will be added to the list of printers. The default printer will have a white checkmark in a green circle next to it. You are now ready to print to your newly set up printer.

