Windows 7 Mini Skills

Local printers

To install a local printer

1. Open Devices and Printers by clicking the Start button, and then, on the Start menu, clicking Devices and Printers.
2. Click Add a printer.
3. In the Add Printer wizard, click Add a local printer.
4. On the Choose a printer port page, make sure that the Use an existing port button and the recommended printer port are selected, and then click Next.
5. On the Install the printer driver page, select the printer manufacturer and model, and then click Next.
   - If your printer isn't listed, click Windows Update, and then wait while Windows checks for additional drivers.
   - If none are available and you have the installation CD, click Have Disk, and then browse to the folder where the printer driver is located. (For additional help, consult the printer manual.)
6. Complete the additional steps in the wizard, and then click Finish.

Tips

- You can confirm the printer is working by printing a test page.
- You can print a test page to make sure the printer is working correctly. If you've installed the printer but it doesn't work, check the manufacturer's website for troubleshooting information or driver updates. For more troubleshooting information,

Network printers

To install a network, wireless, or Bluetooth printer

If you're trying to add a network printer at the office, you'll usually need the name of the printer. If you can't find it, contact your network administrator.

1. Open Devices and Printers by clicking the Start button, and then, on the Start menu, clicking Devices and Printers.
2. Click Add a printer.
3. In the Add Printer wizard, click Add a network, wireless or Bluetooth printer.
4. In the list of available printers, select the one you want to use, and then click Next. (If your computer is connected to a network, only printers listed in Active Directory for your domain are displayed in the list.)

5. If prompted, install the printer driver on your computer by clicking Install driver. If you're prompted for an administrator password or confirmation, type the password or provide confirmation.

6. Complete the additional steps in the wizard, and then click Finish.

**Removing a printer**

**To delete a printer**

1. Open Devices and Printers by clicking the Start button, and then, on the Start menu, clicking Devices and Printers.
2. Right-click the printer that you want to remove, click Remove device, and then click Yes.

If you can't delete the printer, right-click it again, click Run as administrator, click Remove device, and then click Yes. If you're prompted for an administrator password or confirmation, type the password or provide confirmation.