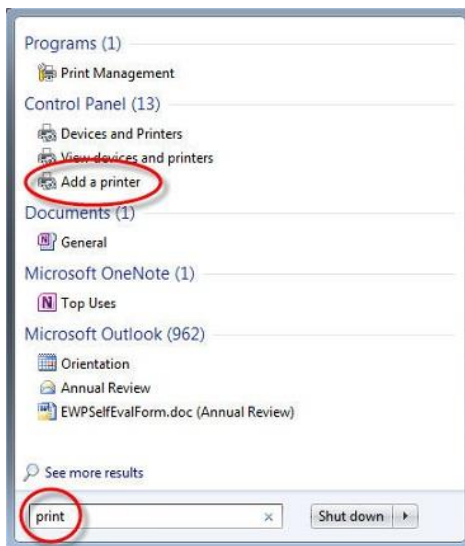




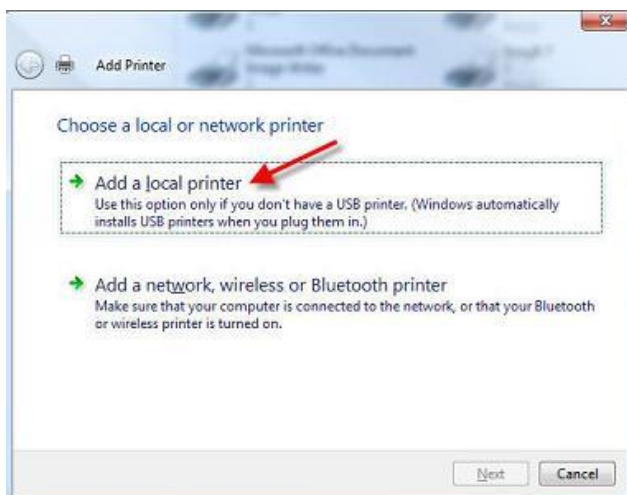
## ADDING PRINTERS USING TCP/IP IN WINDOWS 7

The following steps illustrate how to install a network printer using TCP/IP in Windows 7. In order to complete the steps you will need to know details such as the printer model and IP address. Please contact the Information Technology Help Desk at (202) 319-4357 if you are unable to determine this information.

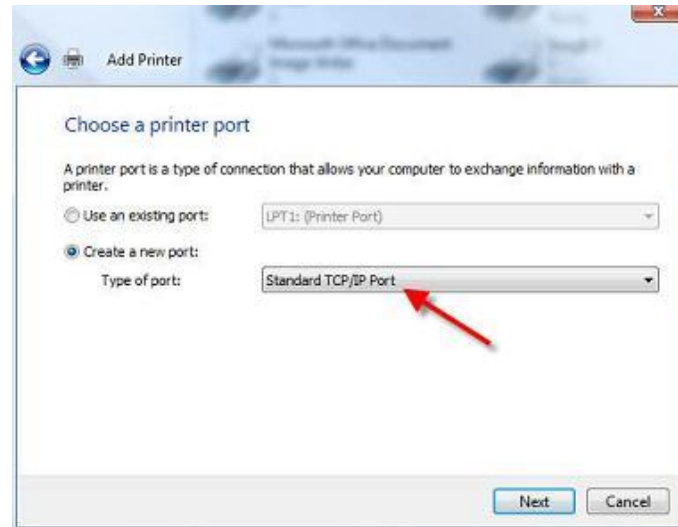
1. Click the **Start** button, type **print** in the **Search programs and files** box and click **Add a printer**



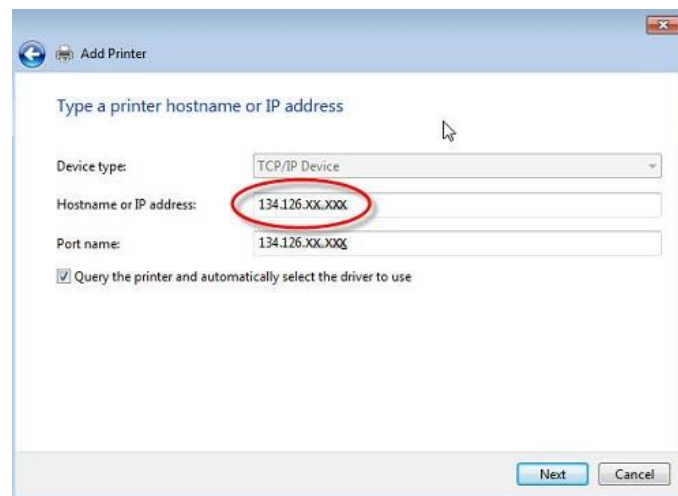
2. Choose **Add a local printer**



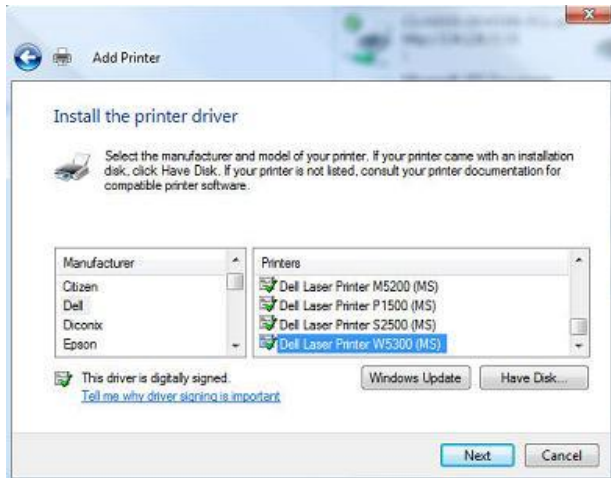
3. Click the bullet which says **Create a new port** and use the drop down menu to choose **Standard TCP/IP Port**



4. Click **Next**
5. In the *Hostname or IP Address* field enter the IP Address for the printer you are adding

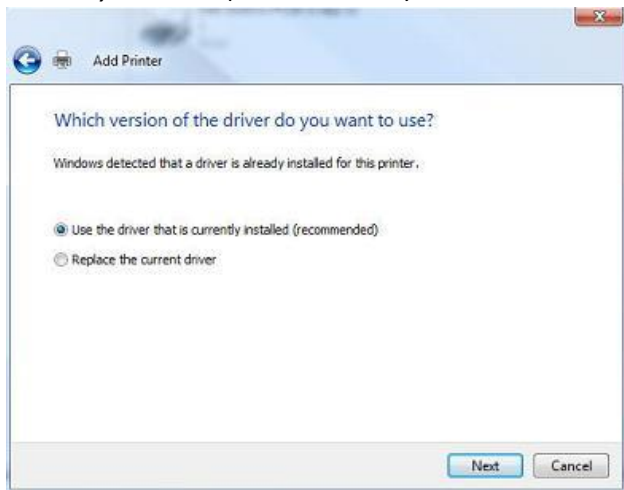


6. Click **Next**
7. Choose the driver that corresponds to your printer model (or click the **Have Disk** button to search for downloaded drivers)



17. Click **Finish**. Your printer should now be set up and ready to use.

8. Click **Next**
9. Click the bullet beside *Use the driver that is currently installed (recommended)*



10. Click **Next**
11. Take note of the name given to the printer
12. Click **Next**
13. Make sure the bullet is selected beside **Do not share this printer**
14. Click **Next**
15. Click to put a check mark beside of **Set as the default printer** (if you do wish to make it your default printer)
16. Click the **Print a test page** button (if you wish to do so)