Windows 7

1. Click on the **Start Button** in bottom left corner of the task bar.

2. Click on **Devices and Printers**, located in the Right Column under Control Panel

(Skip down to Step 3)
Windows 8.1

1. Click on the **Start Button** in bottom left corner of the task bar.

2. Start typing Devices and Printers on the start screen (doesn’t matter where, just start typing). It should appear in the list on the right side of the screen, Click on **Devices and Printers**

(Skip down to Step 3)
3. Click on **Add a Printer**

4. Select **“Add a Network, wireless, or BlueTooth Printer”**
5. The list of all available printers you may add should shortly be populated in the list. Simply select the printer you would like to add (5.1), and then click Next (5.2).

6. The Printer will begin installing and loading the drivers automatically.
7. Once finished, Click **Next**.

8. At this point it should ask you if you’d like to make this printer the default printer; Check the box to set it as your default printer, or leave it blank to not set it as your default printer **(8.1)**. After you make your selection, then click **Finish** **(8.2)**.

9. The Printer should now be installed on your computer and ready to use.