# Adding an Active Directory Printer

The instructions in the job aid describe how to add a printer to computers running Microsoft Windows 7 or Windows 8. Please follow the instructions carefully that apply only to the operating system that your computer is running.

Windows 8

If you have a computer that is running Windows 8, follow these steps to install a printer:
1. Using your mouse, point to the upper-right corner of the screen, and then click the **Search** icon.
2. All of the programs installed on your computer are listed here.
3. In the search field, **type 'Control Panel.'**
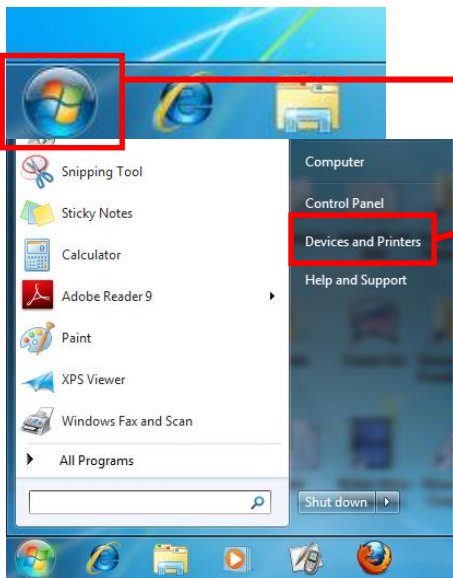4. **Click the Control Panel** tile to open it.
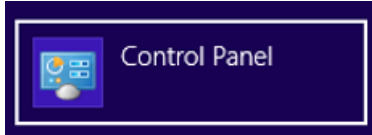
5. When the Control Panel opens, **click 'Devices and Printers.'**

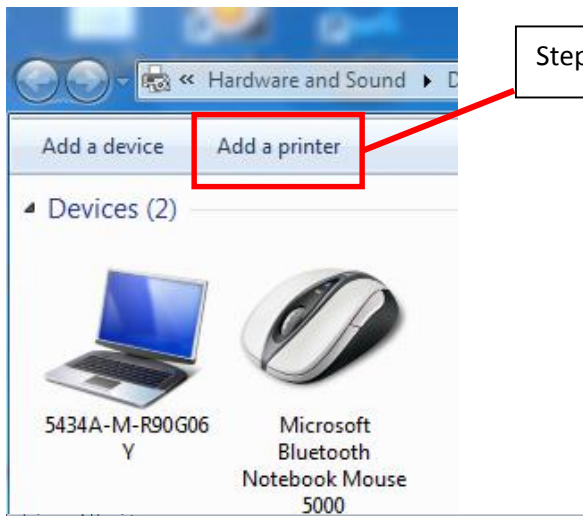6. Skip to Step 3 of this job to continue.

Windows 7

Step 1: Click on the Windows icon in the bottom left hand corner of the computer screen.
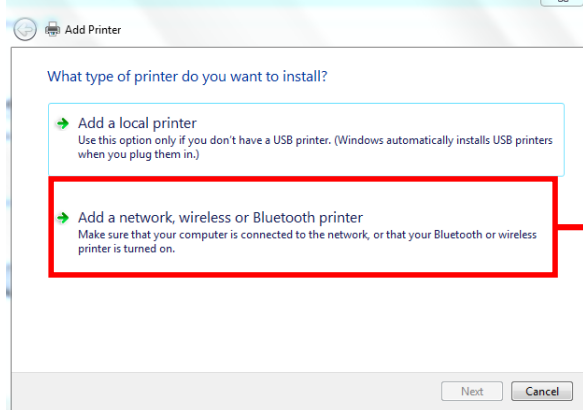
Step 2: On the sidebar of the Windows menu, click on Devices and Printers.

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Step 3: Click on Add a Printer.

Step 4: Click on Add a network, wireless or Bluetooth printer
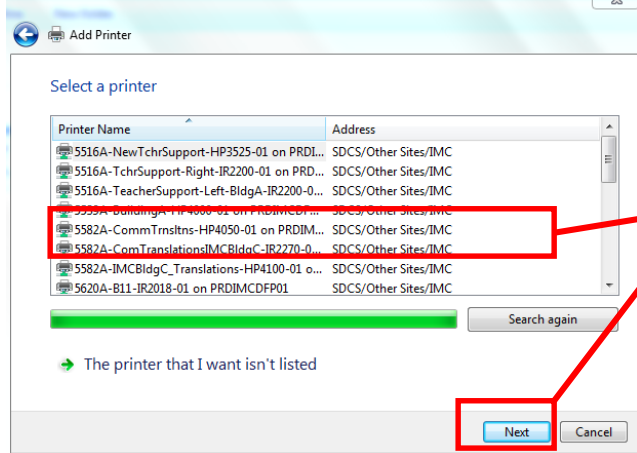
Step 5: Locate the printer in the list (printer list may take some time to load; the list is completely loaded when green bar stops moving).
Select the printer from the list by clicking on it with the mouse and then click the Next button and proceed to *Step 16 on page 4*.
Note: If the printer is not listed, proceed to Step 6 below and complete Steps 6-15.
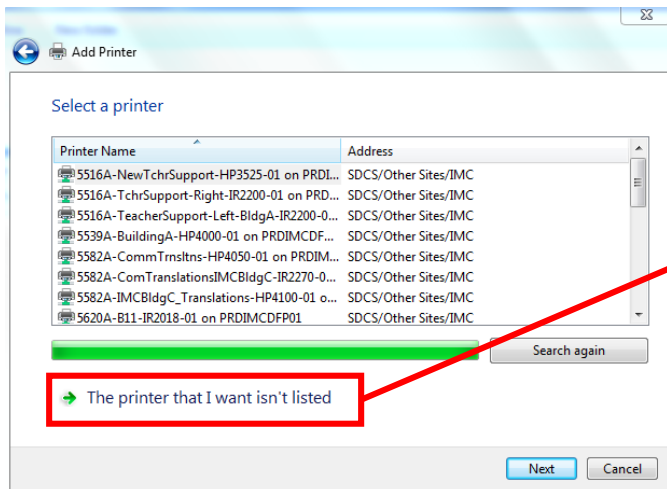
Step 6: Click on - The Printer that I want isn't listed.
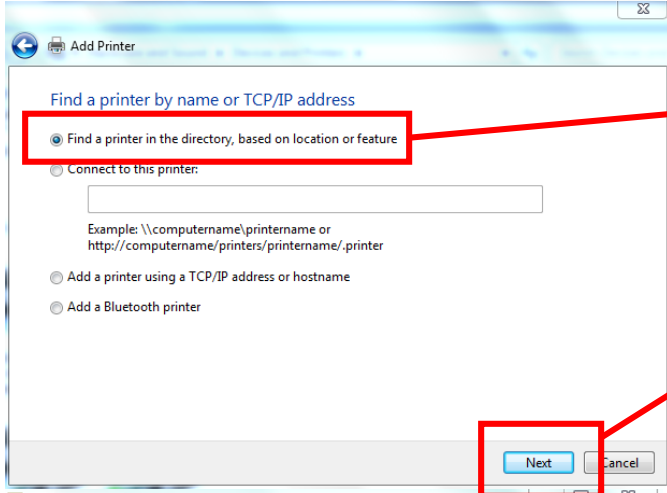
Step 7: Select - Find a printer in the directory, based on location or feature.

Step 8: Click the Next button.

Step 9: Click the Browse button.

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Browse For Location

Choose the appropriate location.

- Entire Directory
  - SDCS
    - DMZ
    - EdCenter
    - Elementary Schools
    - High Schools
    - Middle Schools
    - **Other Sites**

Selected location: SDCS/Other Sites/

[OK]   [Cancel]

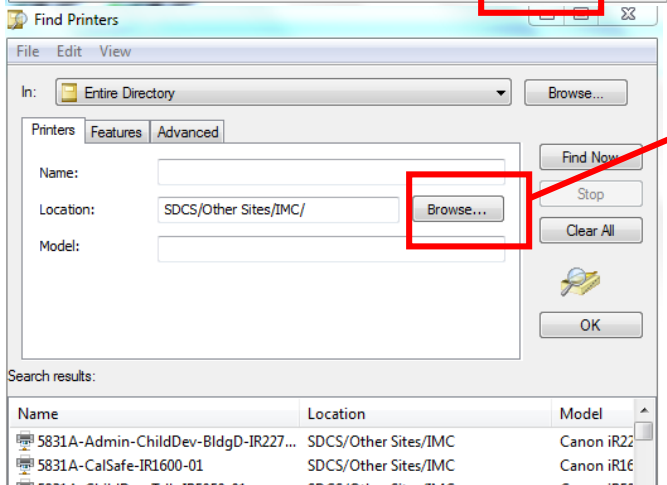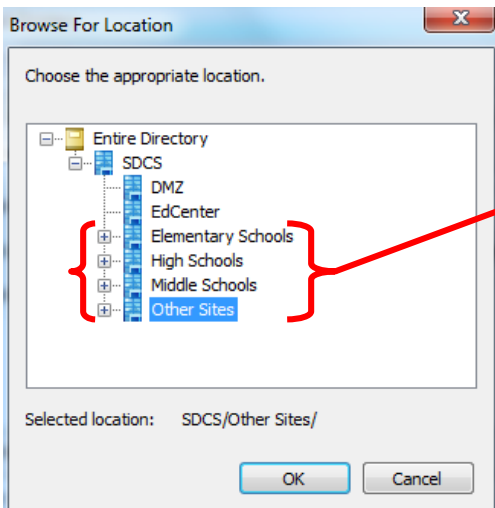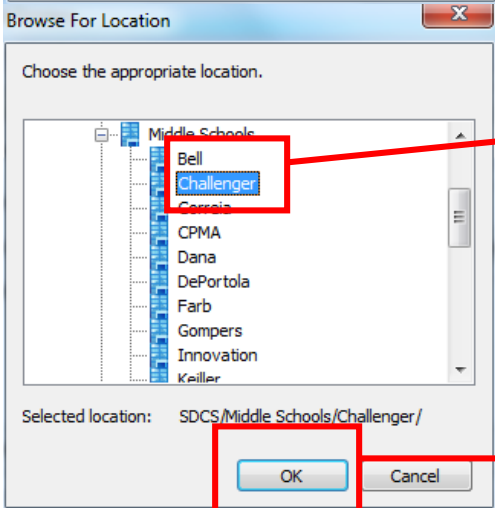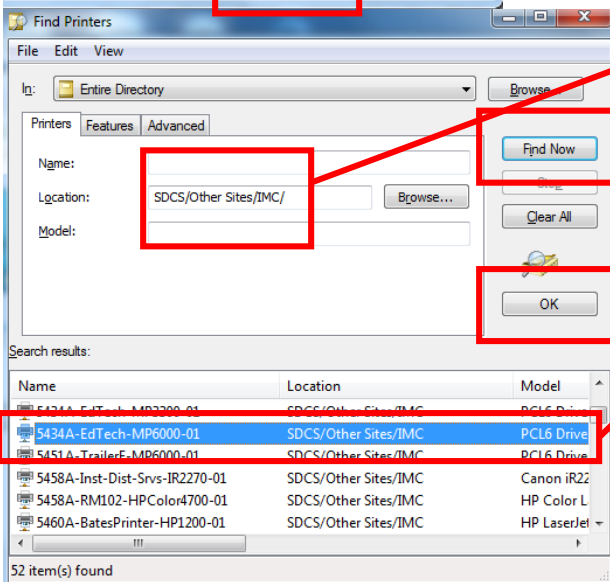**Step 10:** Locate the category in which your school is contained (i.e. Elementary Schools). Click on the plus symbol to expand the category where your school would be listed. Expand as many categories as needed to locate your school.

Browse For Location

Choose the appropriate location.

- Middle Schools
  - Bell
  - **Challenger**
  - Correia
  - CPMA
  - Dana
  - DePortola
  - Farb
  - Gompers
  - Innovation
  - Keiller

Selected location: SDCS/Middle Schools/Challenger/

[OK]   [Cancel]

Step 11: Click on the name of your school to select it.

Step 12: Click the OK button.

Find Printers

File   Edit   View

In: [Entire Directory]   [Browse]

Printers | Features | Advanced

Name:
Location: SDCS/Other Sites/IMC/   [Browse...]
Model:

[Find Now]
[Stop]
[Clear All]

[OK]

Search results:

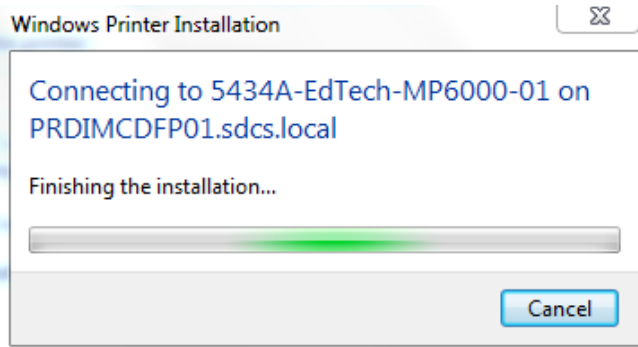| Name	Location	Model
5434A-EdTech-MP3200-01	SDCS/Other Sites/IMC	PCL6 Drive
5434A-EdTech-MP6000-01	SDCS/Other Sites/IMC	PCL6 Drive
5451A-TrailerE-MP6000-01	SDCS/Other Sites/IMC	PCL6 Drive
5458A-Inst-Dist-Srvs-IR2270-01	SDCS/Other Sites/IMC	Canon iR22
5458A-RM102-HPColor4700-01	SDCS/Other Sites/IMC	HP Color L
5460A-BatesPrinter-HP1200-01	SDCS/Other Sites/IMC	HP LaserJet

52 item(s) found

Step 13: Your school site should now be listed in the location. Click the Find Now button to refresh the printer list under Search results.

Step 14: Select the printer in the results area that you wish to add by clicking on it.
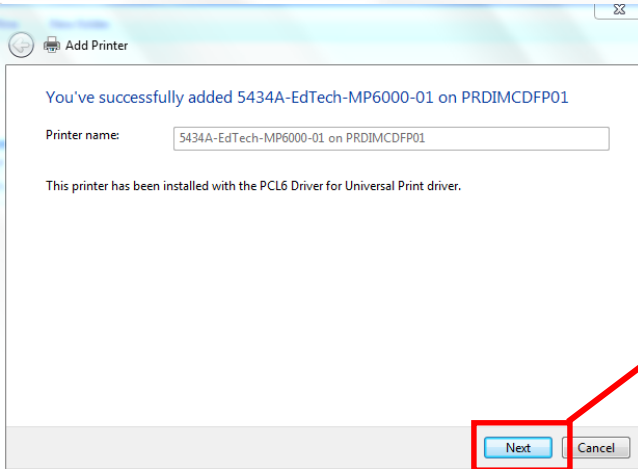
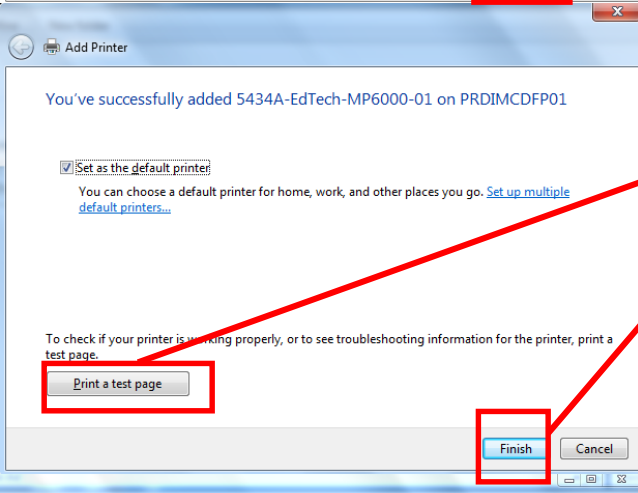**Step 15:** Click the OK button. Proceed to Step 16 below.
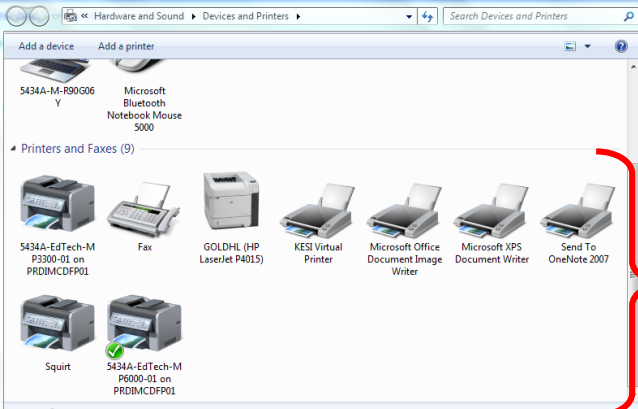
Adding an Active Directory Printer

Windows Printer Installation

Connecting to 5434A-EdTech-MP6000-01 on PRDIMCDFP01.sdcs.local

Finishing the installation...

Cancel

Step 16: Windows printer installation will begin. Do not click anything in this window.

Add Printer

You've successfully added 5434A-EdTech-MP6000-01 on PRDIMCDFP01

Printer name: 5434A-EdTech-MP6000-01 on PRDIMCDFP01

This printer has been installed with the PCL6 Driver for Universal Print driver.

Next   Cancel

Step 17: Click the Next button.

Add Printer

You've successfully added 5434A-EdTech-MP6000-01 on PRDIMCDFP01

☑ Set as the default printer
You can choose a default printer for home, work, and other places you go. Set up multiple default printers...

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Print a test page

Finish   Cancel

Step 18: The printer has been added successfully.
To print a test page, click on the Print a test page button.
When finished, click the Finish button.

Hardware and Sound ▸ Devices and Printers ▸   Search Devices and Printers

Add a device   Add a printer

5434A-M-R90G06Y   Microsoft Bluetooth Notebook Mouse 5000

▲ Printers and Faxes (9)

5434A-EdTech-MP3300-01 on PRDIMCDFP01   Fax   GOLDHL (HP LaserJet P4015)   KESI Virtual Printer   Microsoft Office Document Image Writer   Microsoft XPS Document Writer   Send To OneNote 2007

Squirt   5434A-EdTech-MP6000-01 on PRDIMCDFP01

Step 19: Once the printer has been added successfully, the printer will be in the list of printers and faxes.
Note: the printer with the green check mark is the default printer.