Installing a Personal Printer Using Windows 7

**Note:** Wireless printers are **not** allowed in the residence halls. Please disable wireless if enabled.

Connect the printer to your computer following the manufacturer’s instructions. Microsoft Windows will attempt to automatically install the printer. If Windows can’t automatically install it, or if you’ve previously removed the printer and want to add it again, please follow these directions:

- Click the **Start** button
- Click **Control Panel**
- Click **Devices and Printers**
- Click the **Add a printer** option in the printing wizard
- Select **Add a local printer**
- On the **Choose a printer port** page, select **Use an existing port**
- Choose the recommended printer port. Example: LPT1: (Printer Port)
- Click **Next**
- On the **Install the printer driver** page, select the printer manufacturer and model
  - If your printer is not listed but you have the manufacturer’s installation CD, click **Have disk** button, and then browse to the folder where the printer driver is stored. For help, refer to the manufacturer’s instructions.
  - If you don’t have the installation CD, click **Windows Update** button, and then wait while Windows checks for available drivers.
  - You can also typically download the driver from your printer manufacturer’s web site.
- Click **Next**

**Note:** Information Systems does **not** support personally-owned printers. If you need to print and cannot install your personally-purchased printer, please connect to a Northwest networked printer for your printing needs. Installing a Northwest networked printer is easy and fast. To view those instructions, go to the following web site:

http://www.nwmissouri.edu/compserv/ClientComputing/Online_Support/printing.htm