Adding a University printer to your Windows 7 PC

*Please note:* If you are not on a University Managed computer then you will need to have downloaded the printer driver from the secure downloads site. [https://isecure.bath.ac.uk/securedownloads/Default.aspx](https://isecure.bath.ac.uk/securedownloads/Default.aspx)

1. Click **Start -> Devices and Printers**.

   ![Devices and Printers](image1)

   2. Click the **Add Printer** button.

   3. The Add Printer dialog appears. Select **Add a network, wireless or Bluetooth printer**.

   ![Add Printer](image2)
4. A list of network printers will be displayed. Click **The printer that I want isn’t listed** then click **Next**.

5. The **Find a Printer by Name or TCP/IP address** dialog appears. Click **Select a shared printer by name** option and type the following into the box below it:

    \myprint.campus.bath.ac.uk\General

Then click **Next**.
6. You may be asked to **Install a driver**. In this case, click the **Browse** button and browse to the folder where you extracted the printer drivers.

7. Select the **Canon PCL6** printer and click OK or Next.

8. The **Successfully Added...** dialog appears. Click **Next**.

9. Select whether or not you want this printer to be your default printer, then click **Next**.
You've successfully added General on myprint

Set as the default printer

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

Print a test page

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