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

1. Click Start -> Devices and Printers.

2. Click the Add Printer button.

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

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.

Table:

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<tr>
<th>Author</th>
<th>Julian Buchanunn</th>
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<tbody>
<tr>
<td>Date</td>
<td>September 2010</td>
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<td>Version</td>
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