How to install a printer in Windows 7

In the steps below you will need the hostname of the printer you wish to install. You will find the hostnames at [http://biostat.mc.vanderbilt.edu/wiki/Main/PrinterHostnames](http://biostat.mc.vanderbilt.edu/wiki/Main/PrinterHostnames).

Go to Control Panel and click on “View devices and printers”
Click on “Add a printer”
What type of printer do you want to install?

- Add a local printer
  Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.)

- Add a network, wireless or Bluetooth printer
  Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.

Click on “Add a network, wireless or Bluetooth Printer”
The printer that I want isn’t listed

Click on “The printer that I want isn’t listed”
Select “Add a printer using a TCP/IP address or hostname” and click Next
Fill in Device type, Hostname or IP address, and Port name like this. Replace “biostatcolor2.dhcp.mc.vanderbilt.edu” with another printer hostname if appropriate. Port name will default to the correct name as you type in the hostname. Click Next.

Windows will download the software necessary to use the printer. It can take a long time, so be patient.

Eventually it will finish.
You’ve successfully added biostatcolor2 (HP Color LaserJet M651)

Printer name: biostatcolor2 (HP Color LaserJet M651)

This printer has been installed with the HP Color LaserJet M651 PCL 6 driver.

Click Next.
Make sure “Do not share this printer” selected and click Next.
Make this setting as you prefer and click Finish.