IT Essentials 5.0

9.3.1.2 Lab - Install a Printer in Windows 7

Introduction

Print and complete this lab.

In this lab, you will install a printer. You will find, download, and update the driver and the software for the printer.

Recommended Equipment

- A computer running Windows 7
- Internet connection
- Printer

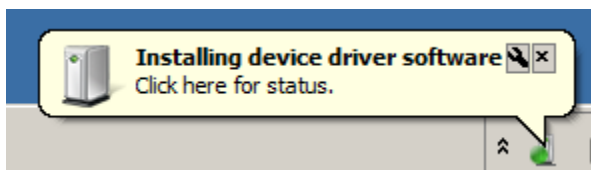### Step 1

If you are installing a USB printer, plug the printer into the computer using a USB cable. Plug the printer power cord into an AC outlet if necessary. Unlock the printer if it is locked.
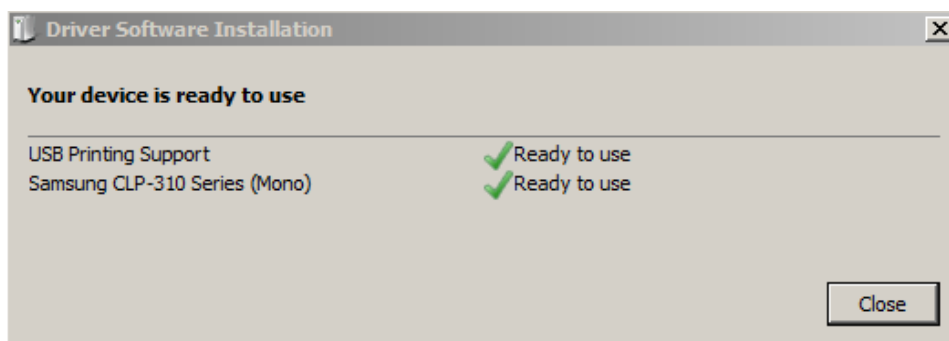
Step 2

Windows detects the new hardware and attempts to load the appropriate driver.

The "Installing device driver software" bubble opens.

Click on the bubble.

The "Driver Software Installation" window opens.

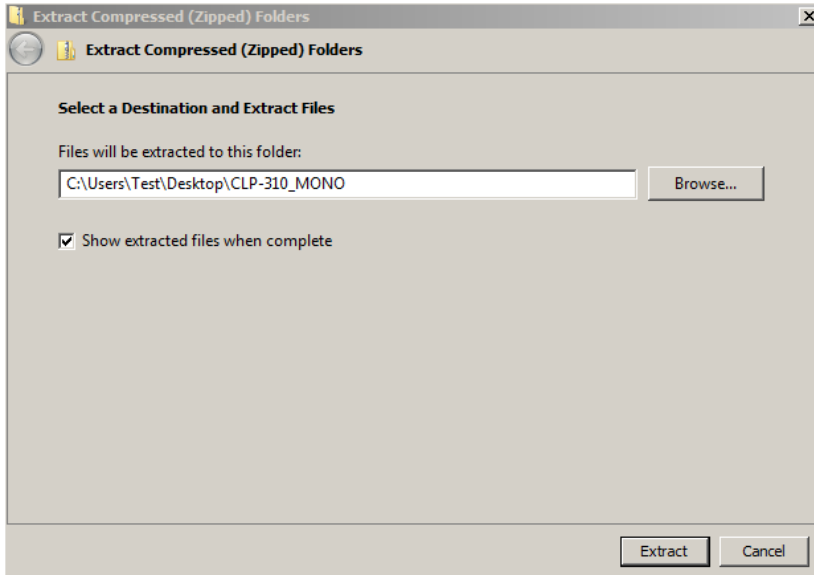

Click **Close**.

Step 3

In order to ensure that your computer has the most up-to-date driver, find the manufacturer and the model number of the printer.

Visit the manufacturer's web site and navigate to the product downloads or support page. Download the most recent driver and software for the model of printer device that you have installed. The software and driver must be compatible with your operating system.
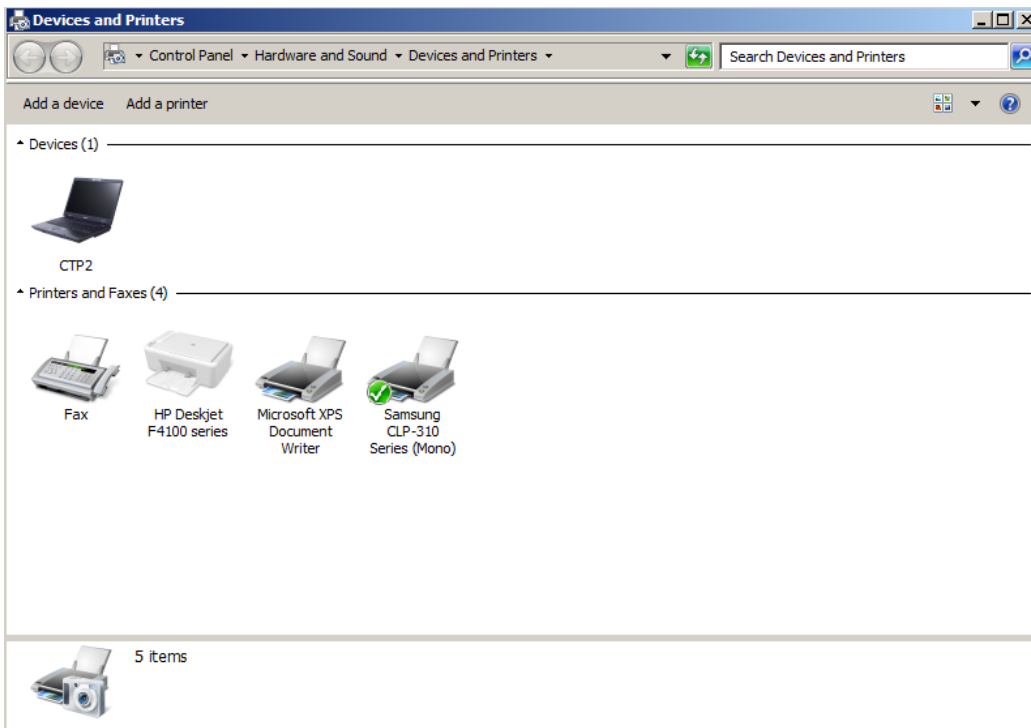
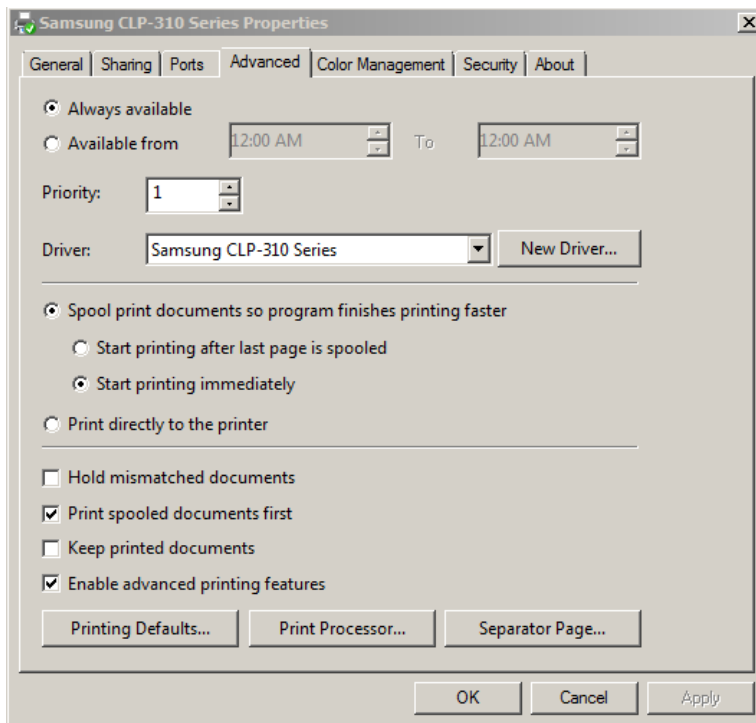Download the driver and extract to a temporary folder on your desktop.

Step 4

To manually install the driver, select **Start > Devices and Printers**.
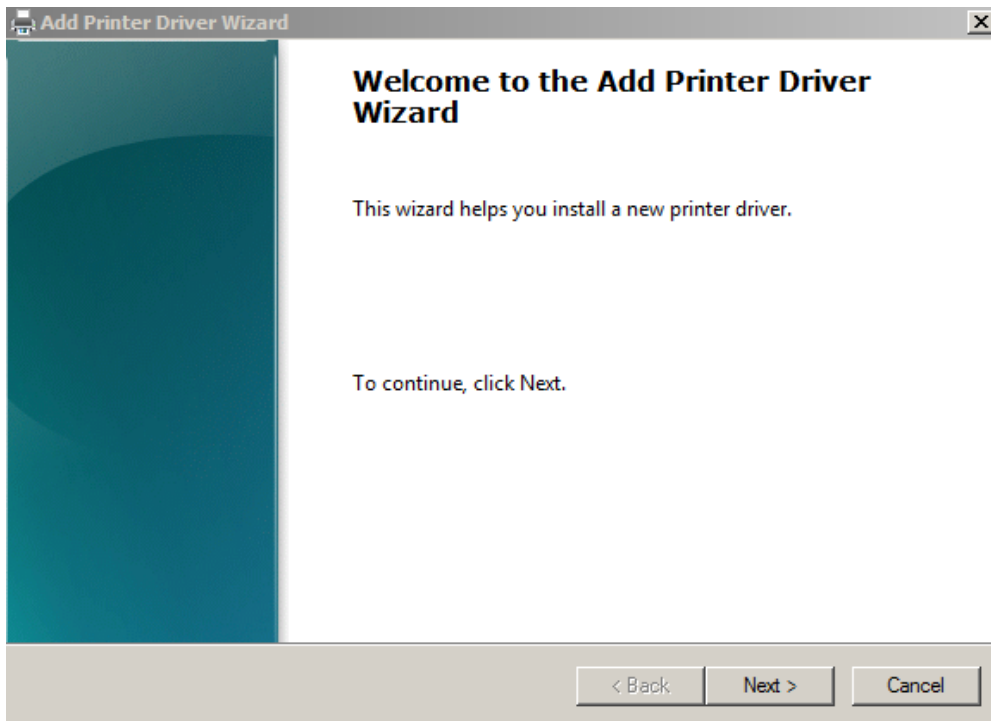
The "Devices and Printers" window opens.

Right click on the printer, and select **Printer properties**.

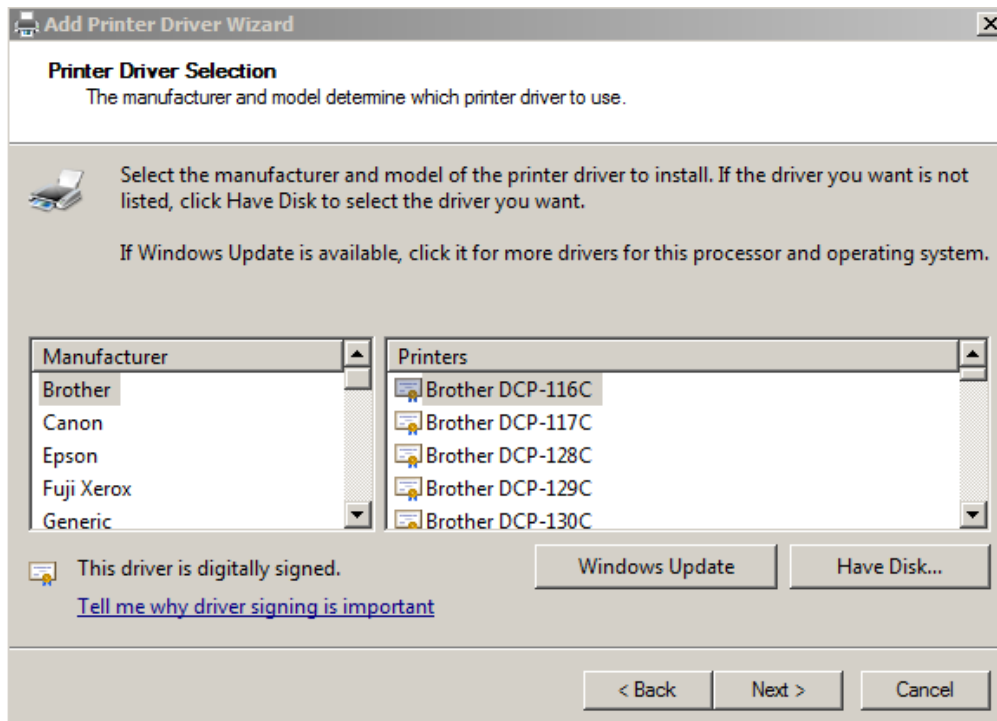The "Printer Properties" window opens.

Click **Advanced > New Driver**.

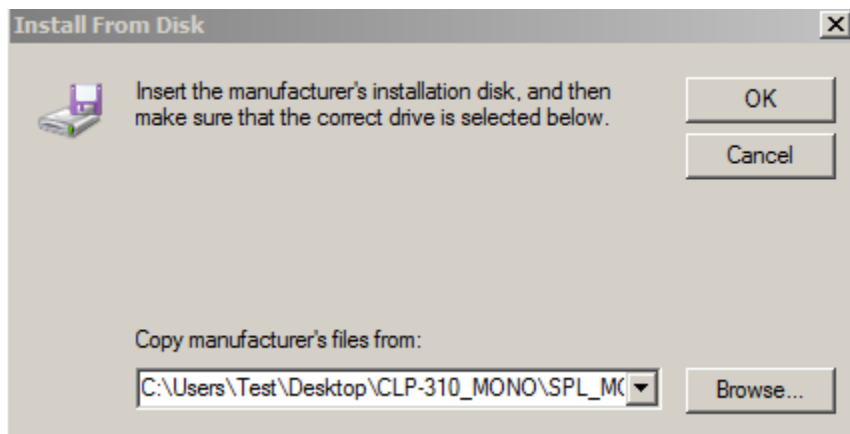The "Add Printer Driver Wizard" window opens.

Click **Next**.

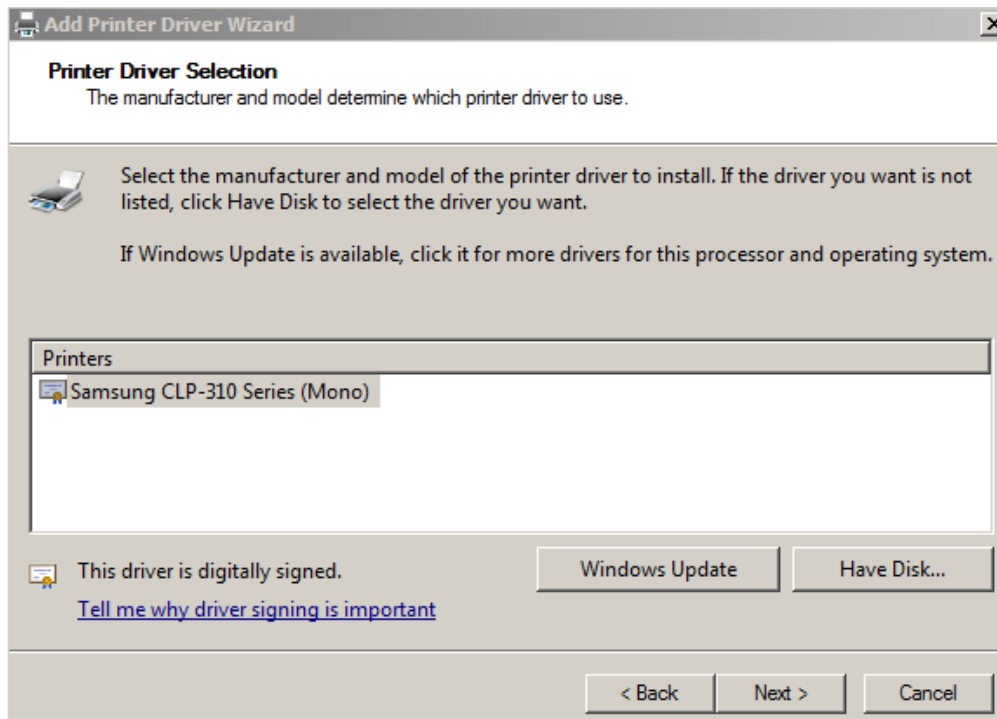The "Printer Driver Selection" screen appears.

Click **Have Disk**.

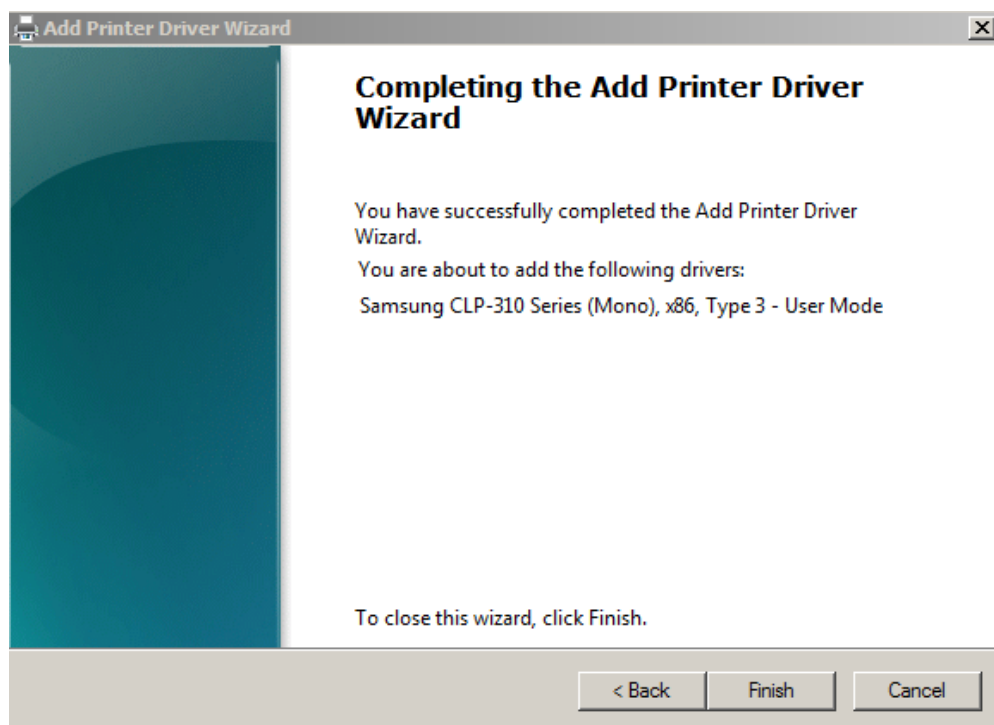The "Install from Disk" window opens.

Browse and select the downloaded driver and click **OK**.

The "Printer Driver Selection" screen appears.

Click **Next**.

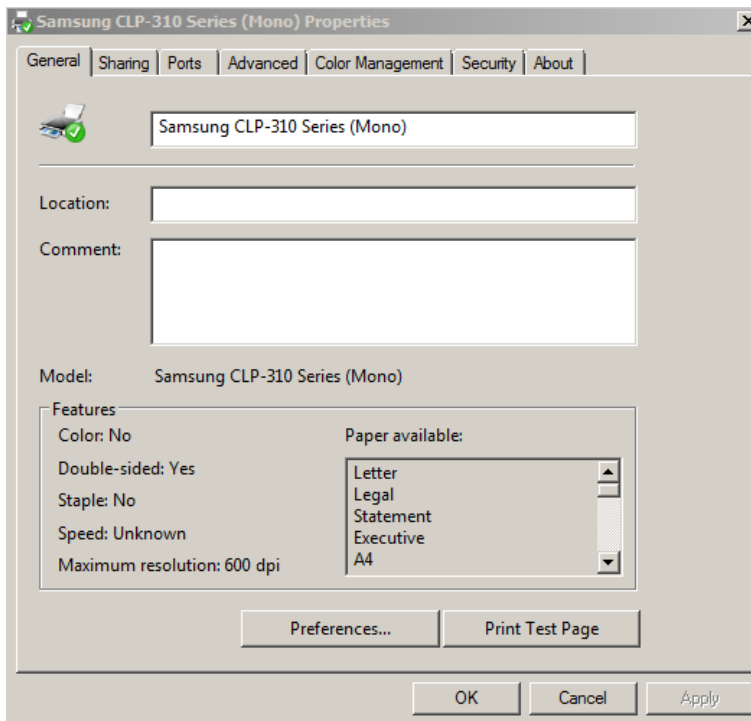The "Completing the Add Printer Driver" screen appears.

Click **Finish**.

Step 5

To verify printer functionality click **Start > Devices and Printers**.

Right-click the printer and then select **Printer Properties**.

Click **Print Test Page**.