Add a Xerox Printer to your Computer on Windows 7

1. Click on **START** Button on the lower left hand corner of computer screen.

2. Select **DEVICES AND PRINTERS**

3. At top of **DEVICE AND PRINTER** window, Select **Add a printer**

4. The Add printer Wizard should appear. Select **Add a network, wireless or Bluetooth printer**.

   - **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.
5. Next, select the printer to which you would like to print. If the printer that you want to print to is not listed, select the bottom option: **The printer that I want isn’t listed**
6. On the next window you can stay with the default option, which is; **Find a printer in the directory, based on location or feature.** Select **NEXT** button.

7. Once the printer of your choice is located, **double-click** on the printer and it will be connected and set up on your local computer.

**FOR ALL TECHNICAL/SUPER USERS**

You can simply connect to printers via UNC path: `\apinfpsv1`

This will allow you to select the printer of choice. Simply **right-click** printer and select **CONNECT**