Adding a Network Printer via Active Directory

Notes: **No administrator rights required for this process.** When you have the printer list, try organizing it by location or name to find the correct printer. All network printers are listed, however, no desktop (connected by USB cable) printers are listed. Any USB printers are for single user, and cannot be shared.

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**Windows 7**

1. Start button > Devices and Printers > click “Add a printer”

2. Select “Add a network, wireless or Bluetooth printer”

3. Select at the bottom “The printer that I want isn’t listed”
4. Choose the radio button titled “Find a printer in the directory...”
5. Use the Pull-down to choose “Campus.ads.umass.edu”, and then press “Find Now”

![Image of Find Printers window with search results]

6. Expand the resulting window and search on either ‘location’ or ‘printer model’ to find the desired printer, then double click to add printer.
Windows XP
Start button > Printers and Faxes > click ‘Add a printer’

Click ‘Add a Printer’ in left column

Choose this radio button option

Click ‘Next’ in the ‘Add Printer Wizard’ dialog box that appears.

Choose the radio button titled ‘A network printer’, click ‘Next’

Choose ‘Find a Printer in the directory’, click ‘Next’
Use Pull down to choose Campus. Then click ‘Find Now’ leaving other fields blank.

Expand the resulting window and search on either ‘location’ or ‘printer model’ to find the desired printer, then double click to add printer.