HOW TO ADD A NETWORK PRINTER

- Click on the ⬤ button (lower left corner of screen) to go into Windows search mode.

- In Search programs and files window, type \\uhclpspl and press enter.

- You'll see a list of network printers available at the Pearland Campus.
  Example: PH224-O-A

- Find your printer and double click to add it.

- Windows will begin to install the printer and may ask for the driver. Respond with Yes to trust and install the driver.

- If you don't find your printer, it may either be off the network or is considered a shared or a local printer.