

HOW TO ADD A NETWORK PRINTER

- Click on the **O** button (lower left corner of screen) to go into Windows search mode.
- In **Search programs and files** window, type [\\uhclps1](http://uhclps1) and press enter.
- You'll see a list of printers. They will be in alphabetical order by building and room number, and will have the printer tag number in the name. Note: SSCB may be under **E** or **S**.
Example: B1321-Canon or B1321.01-A-C
- 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.