

# How to Add a College Printer

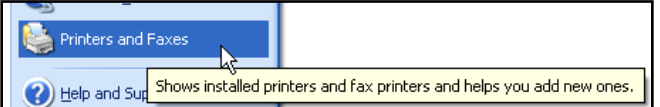
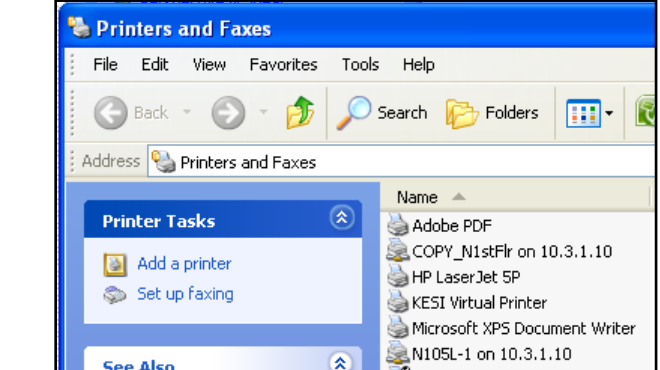

## Situation:



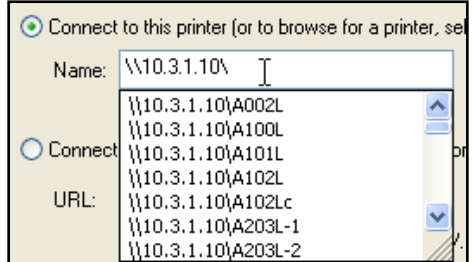
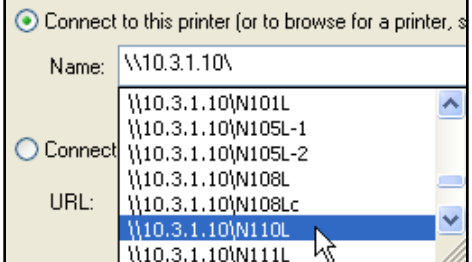

Your office computer is new, or you would like to print to another printer that is "on" the network.


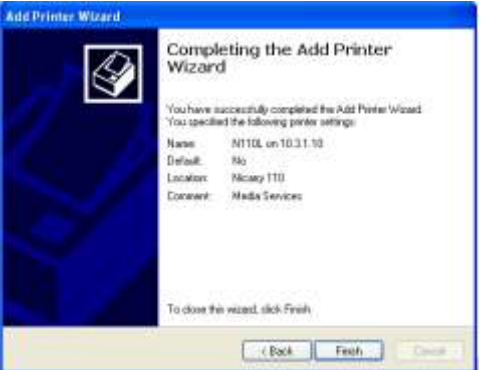
## Overview:

Using Printers and Faxes, you can add a network printer. Note: if you are installing a COPY\_printer, you must also install Print Manager Plus and know your Department Name and Client Password.

## Step by Step Instructions:

1.	Start, Printers and Faxes	
2.	Click Add a printer	
3.	Click Next>	

<p>4.</p>	<p>Select A network printer, or a printer attached to another computer</p> <p>Click Next&gt;</p>	
<p>5.</p>	<p>Click the dot in front of Connect to this printer (or to browse for a printer, select this option and click Next)</p> <p>Click in the name box underneath</p> <p>Type: <a href="#">\\10.3.1.10\</a> or <a href="#">\\ECPrint\</a></p>	
<p>6.</p>	<p>A list of printers appears</p> <p>Scroll down the list to find the printer</p>	
<p>7.</p>	<p>Click the printer to select</p>	
<p>8.</p>	<p>Click Next&gt;</p>	

9.	<p>Select Yes if this is a printer you want to use most of the time  Select No if you will use the printer sometimes</p>	
10.	Click Next>	
11.	Click Finish	
	The printer appears on your printer list	