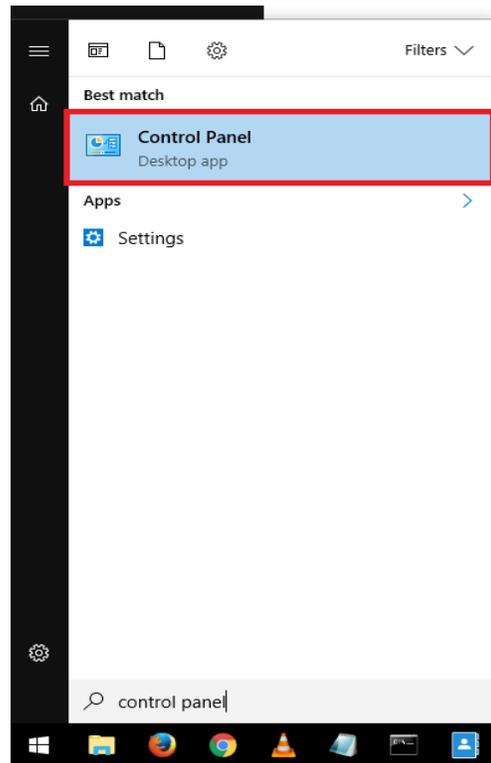
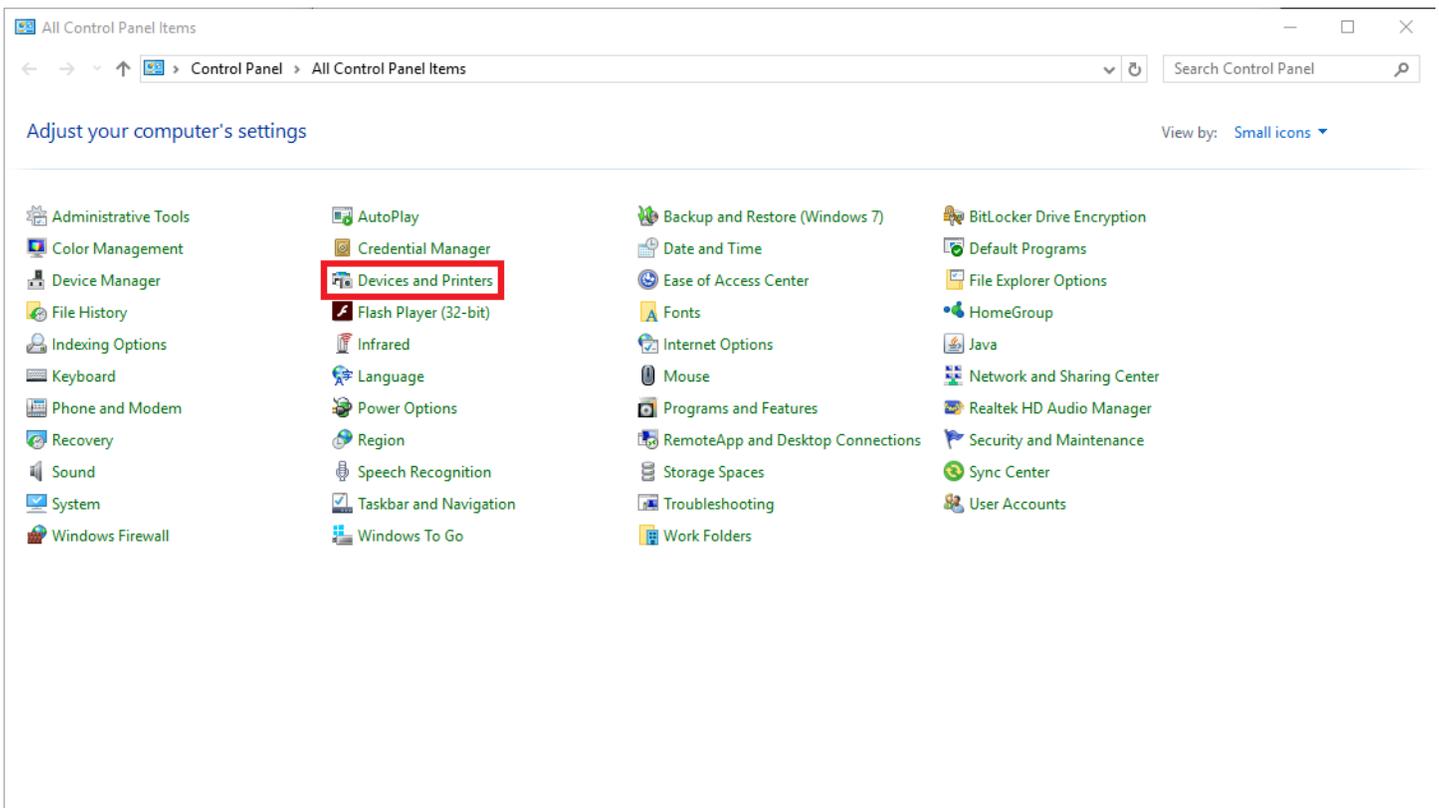


Adding a Network Printer for Windows 10

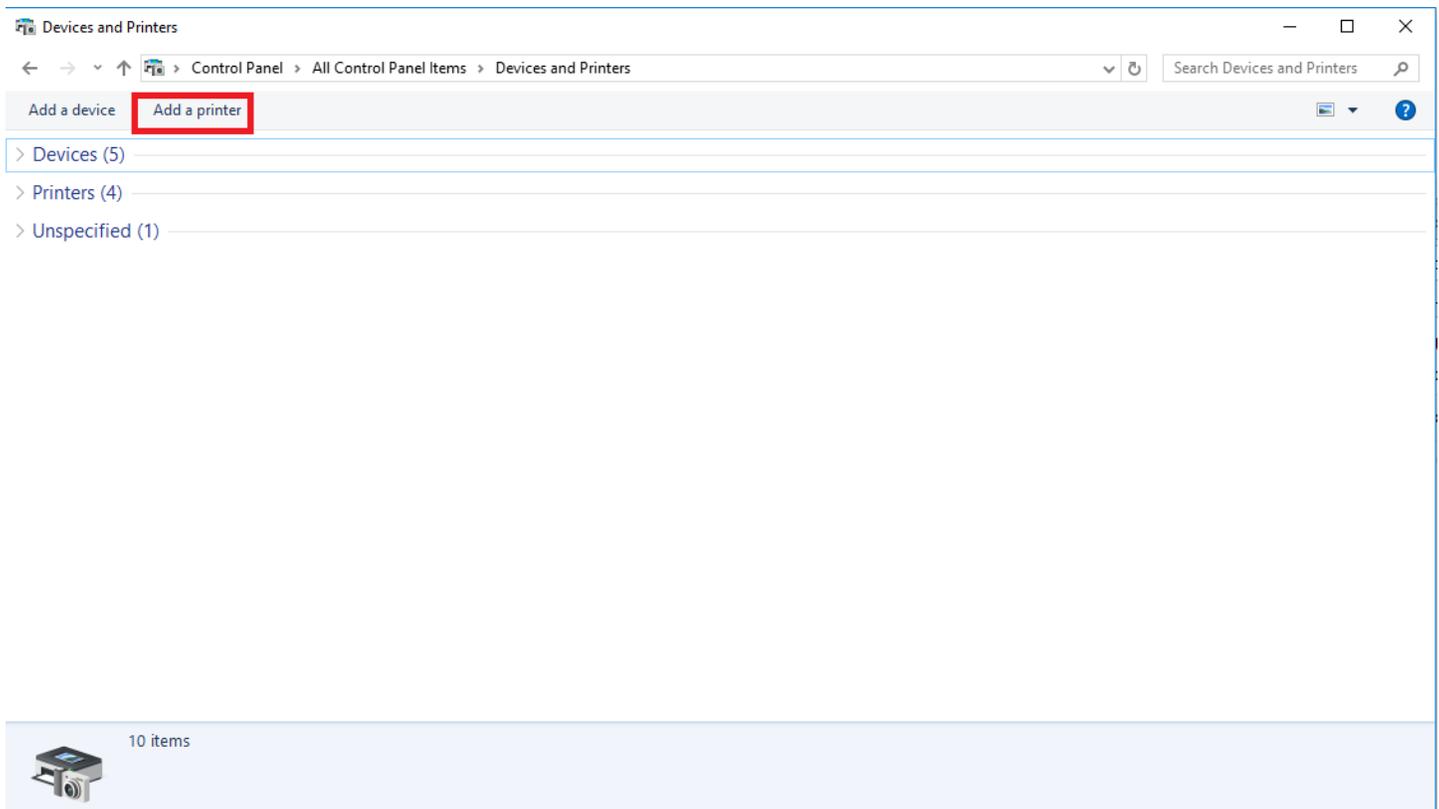
Search for “Control Panel” in the Windows Start Menu:



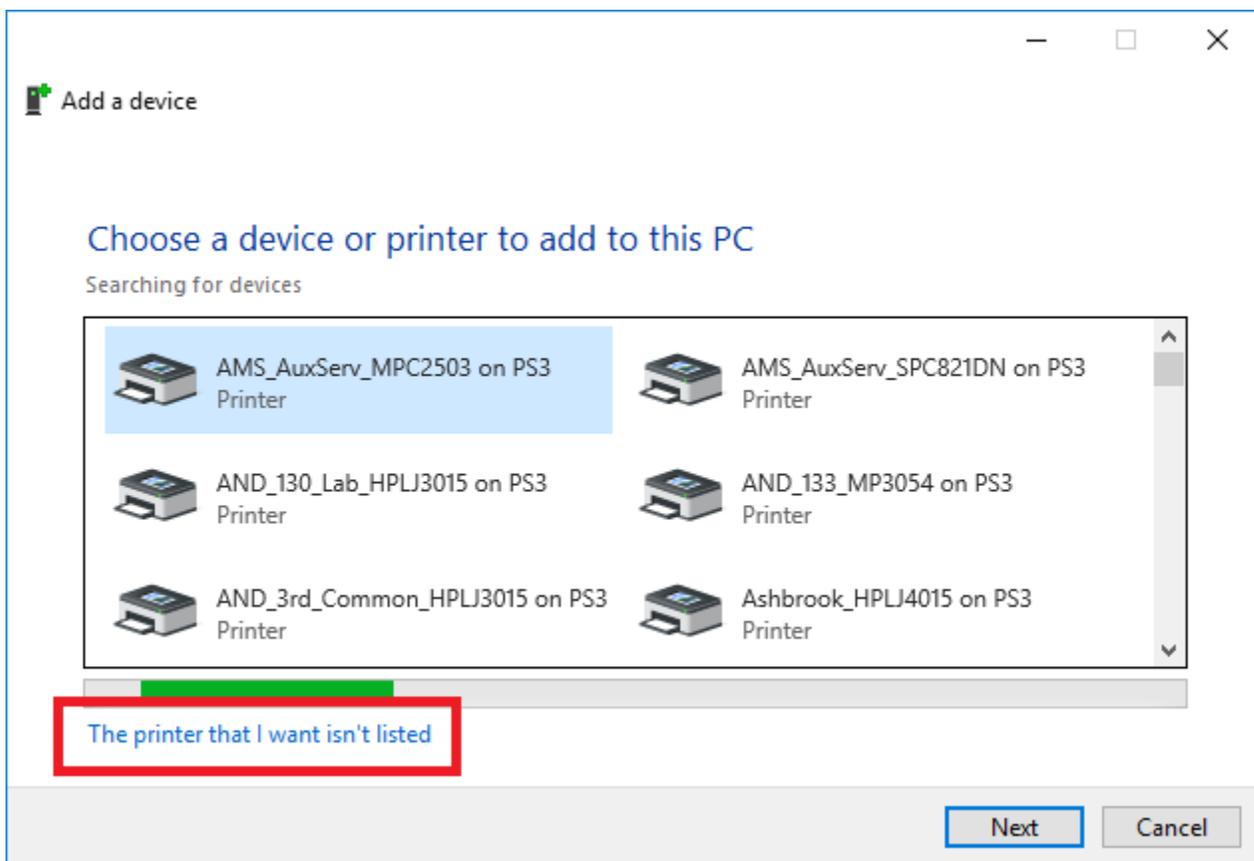
Select “Devices and Printers” from the control panel:



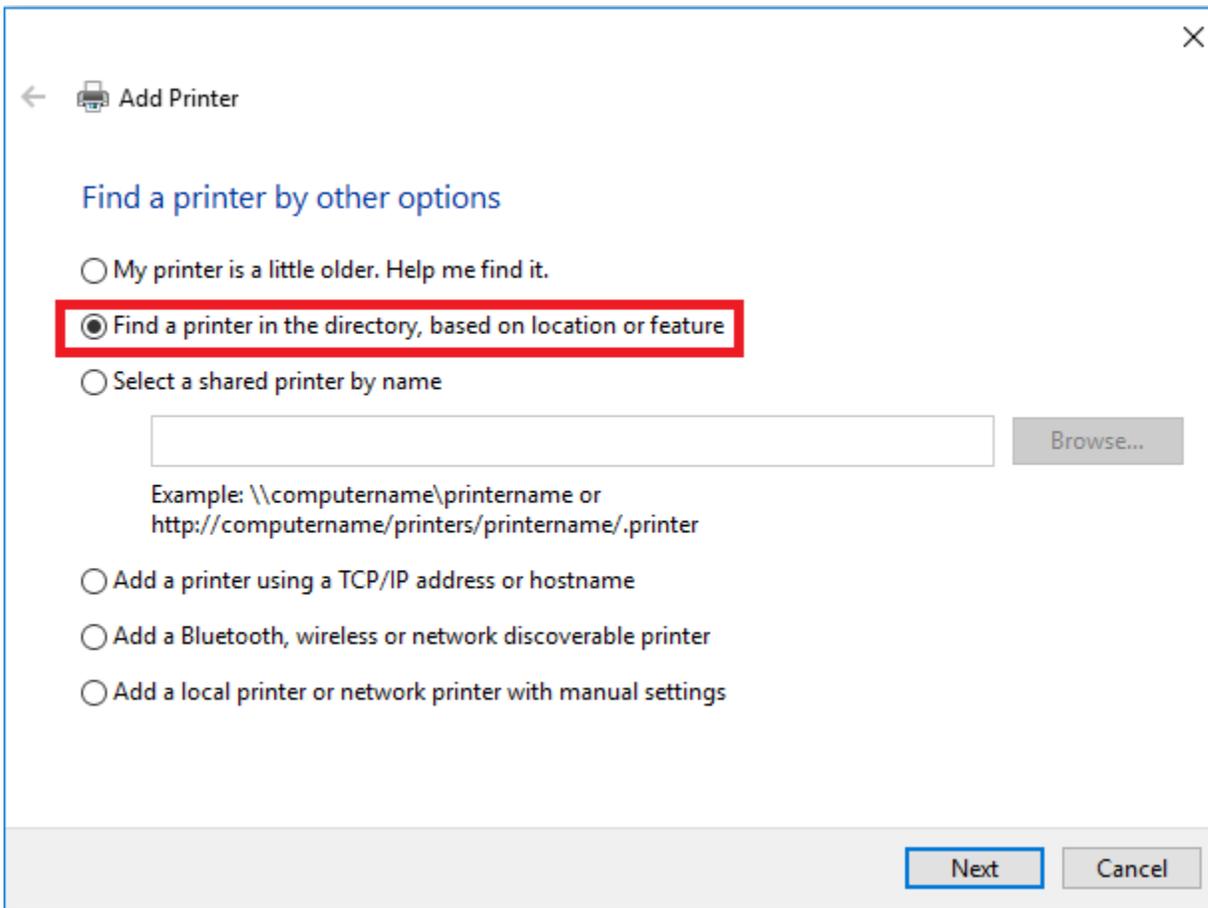
Now click the “Add a Printer” button on the light blue bar at the top of the window that popped up:



Click on “The printer that I want isn’t listed” on the next window and click “Next”:

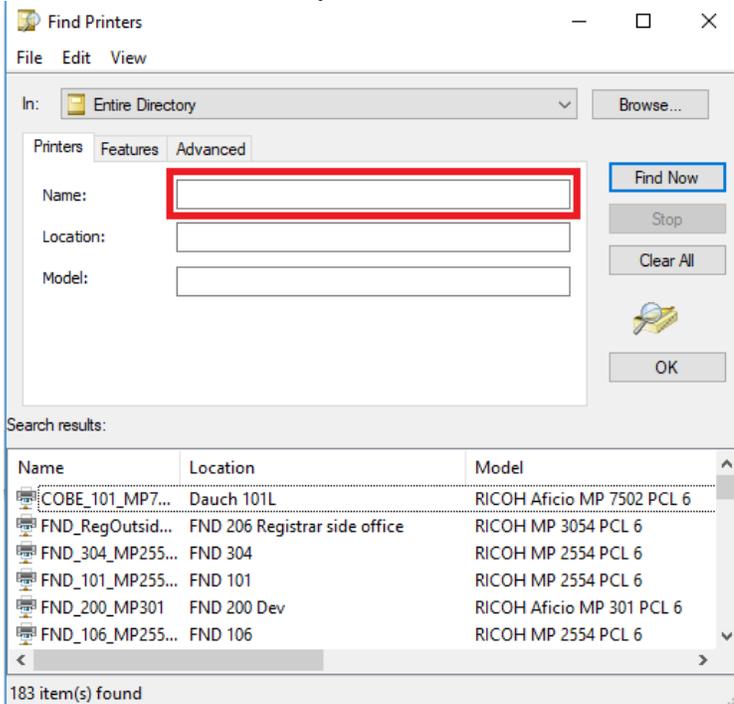


Select “**Find a printer in the directory, based on location or feature**” and click “**Next**”:

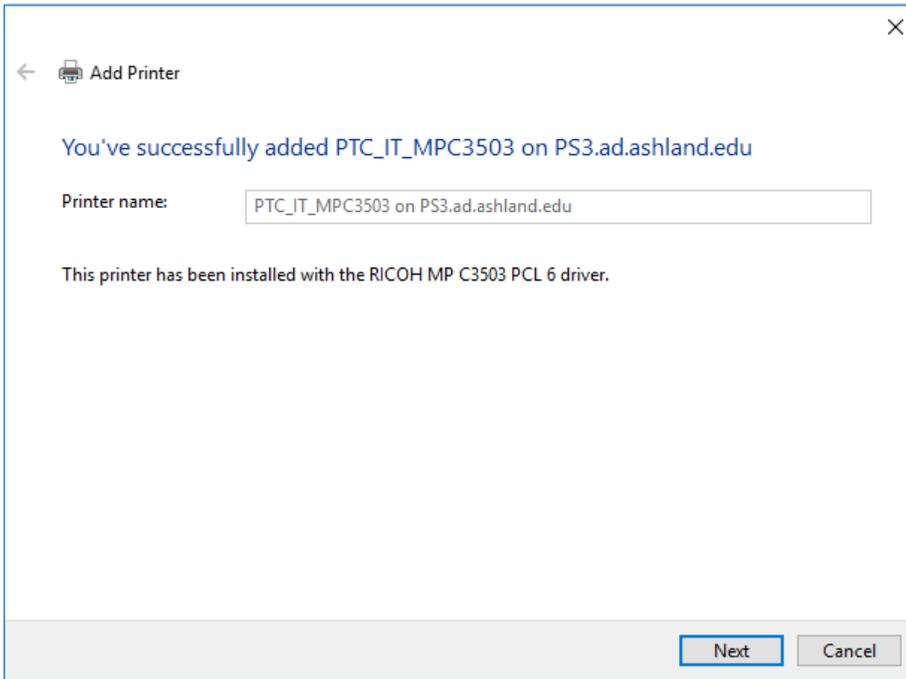


You will be brought to a search menu. From here, search for the printer you want by print queue name. Usually, the easiest way to find a printer is by searching the building abbreviation. For example, Patterson is PTC, Dauch is COBE, and the Student Center is HCSC.

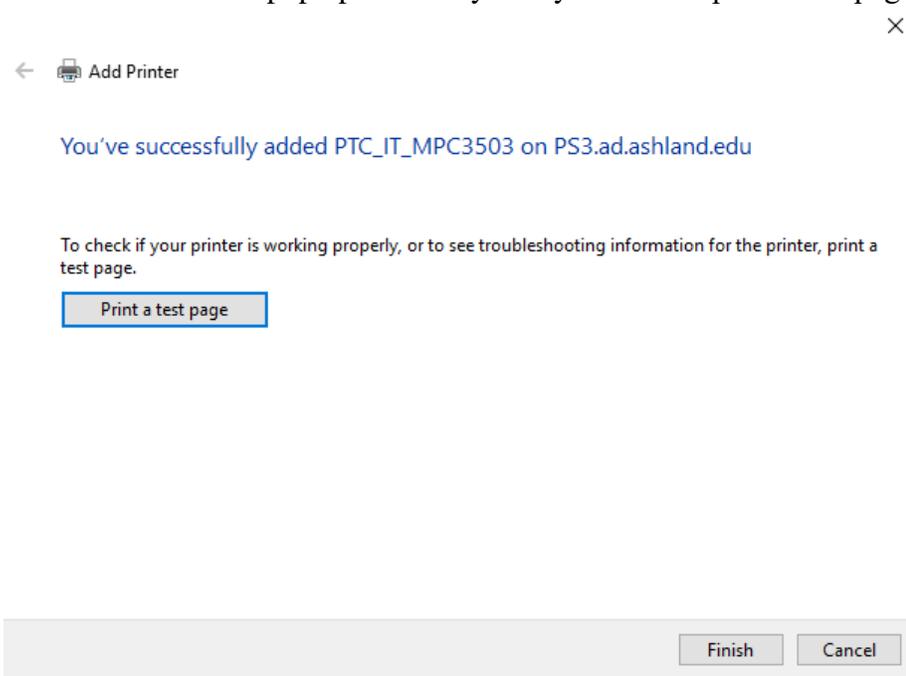
Click on the Printer that you want to add and select “**OK**”



You should receive a message stating that the driver has been successfully downloaded and the printer has been added. Click on “**Next.**”



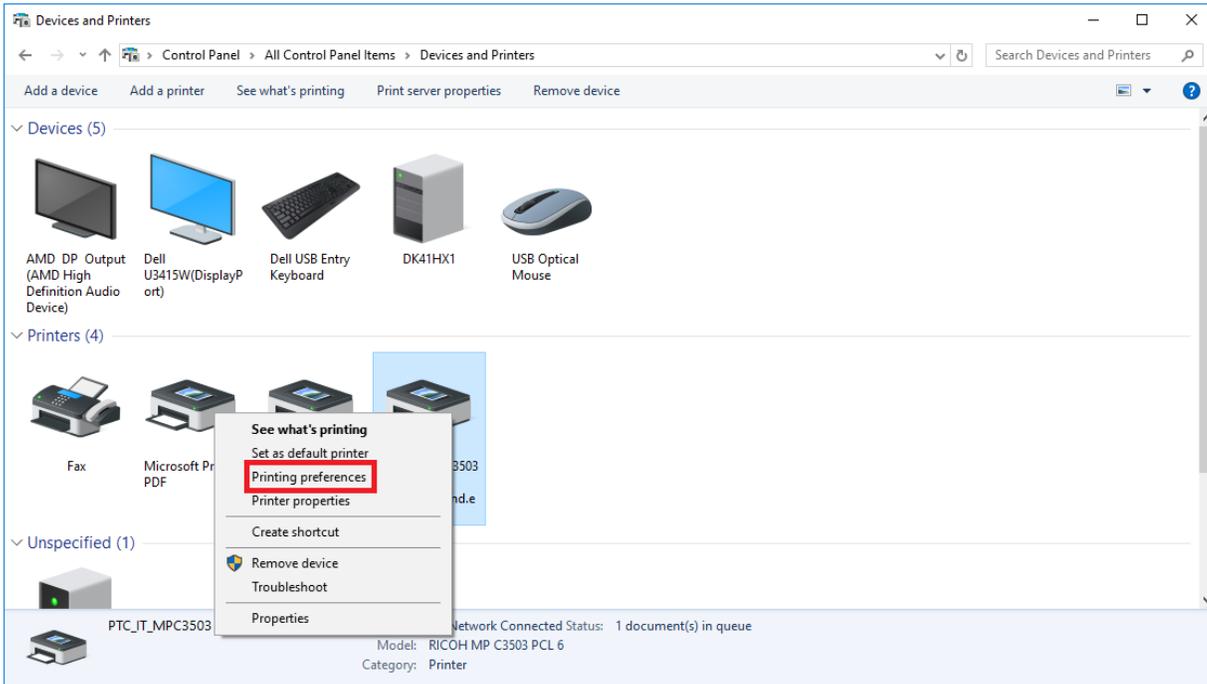
The next window to pop up will ask you if you want to print a test page. Click “**Finish.**”



The printer has now been added successfully and you should be able to print to it. If you cannot print after following this process, you may need to enter a **PRINT CODE.**

Adding a Print Code

Some printers require a print code. The directions below will walk you through adding a print code. First, right click on the printer that you need to add a print code for, and click on **“Printing Preferences.”**



Then click on the **“Detailed Settings”** tab at the top of the box.

