Connect to a Network or Shared Printer

Connect to a Network Printer:

1. To connect to a network printer, click the "**Start**" button. In the "Search Programs / Files" box type your appropriate location in the box as shown below:
   - **\\sacprint01**   ← SAC / CEC / DMC
   - **\\sccprint01**   ← SCC / OEC
   - **\\districtprint01** ← District Office
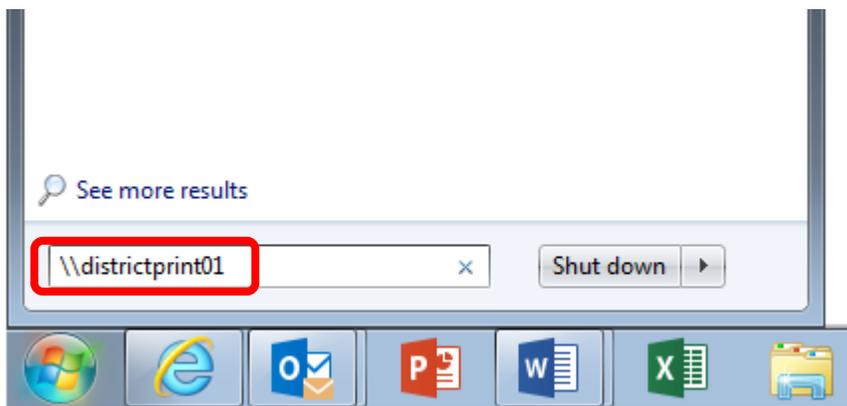
2. Make sure the printer list is showing details or "Comments." The details will be the description of the printer that starts with the location. If the Comments are not shown, click the "Change your View" Icon in the upper right corner. Select "Details" from the pull down menu.

Click to change the view
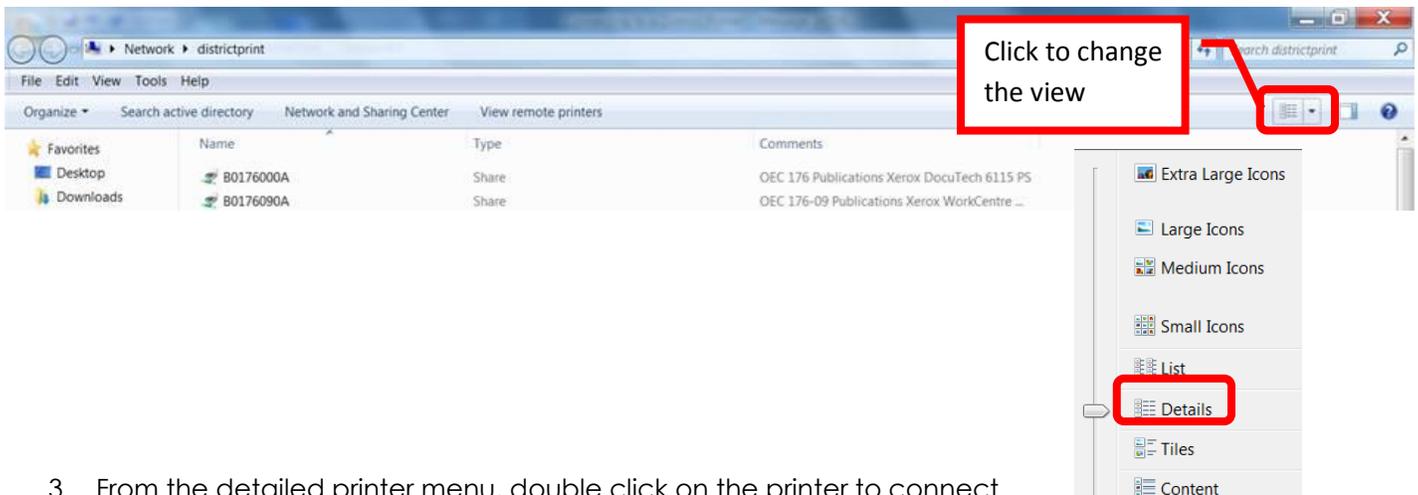
3. From the detailed printer menu, double click on the printer to connect.

Name	Type	Comments
D01120F0A	Share	DIST 112 Facility Planning HP DesignJet 130nr
D04040B08	Share	DIST 404-B Accounting LaserJet 8000 Series ...
D0109000A	Share	DIST 109 Purchasing Xerox WorkCentre 5675...
D0109000B	Share	DIST 109 Purchasing LaserJet 9050 PCL 6
D0250000C	Share	DIST 250 ITS Xerox WorkCentre Pro 238
D0403000A	Share	DIST 403 Payroll Laserjet P3013 PCL 6 (v5.4)
D0404010A	Share	DIST 404-1 BFS Laserjet 500 M551 PCL 6 (v5...

4. The system will install the drivers. This may take a couple of minutes.

5. Once the drivers have been installed, verify that the printer has been added. Click the "Start" button, then "Devices and Printers."
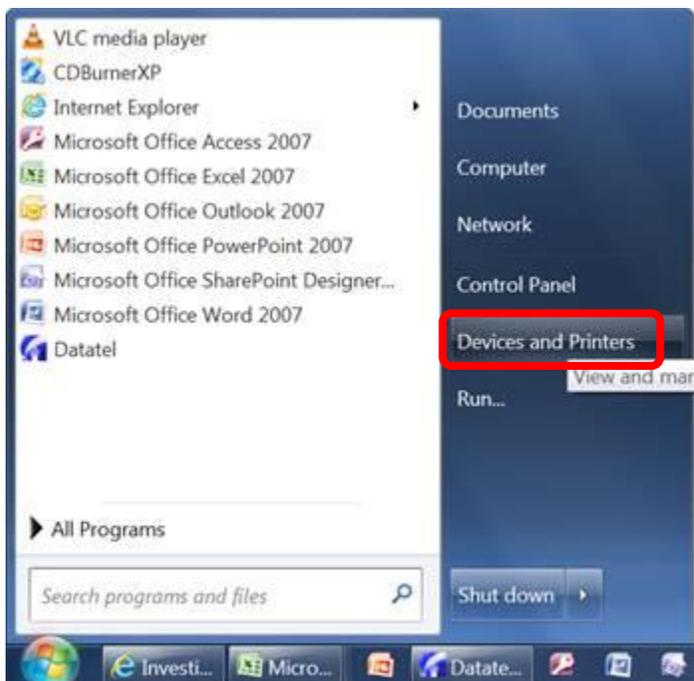
6. Verify that the new printer appears in the list.

7. To set the printer as the default, right click on the printer. Then select "Set as Default Printer."
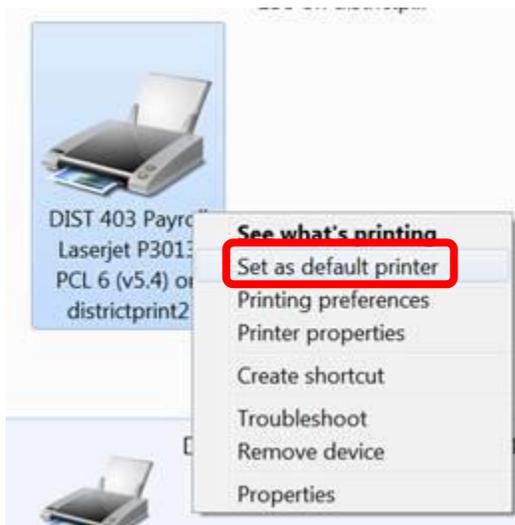
8. A green check box will appear on the printer that is set as the default. The printer should be ready to be used.

9. Repeat these steps to "add" each network printer that will be used.

<u>Connect to a Shared Printer:</u>
1. A "shared" printer is a printer that is not connected to the network, but is connected directly to a computer. The printer must be set to share on the computer that it is connected to.

2. Click the "Start" button. In the "Search Programs / Files" box enter the computer name of the computer that the printer is connected to. Use the format: \\<ComputerName>.
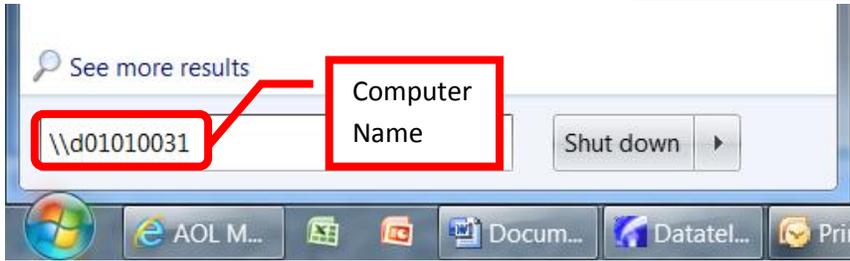
3. The shared printer should appear in a separate window. Double click on the printer to connect.
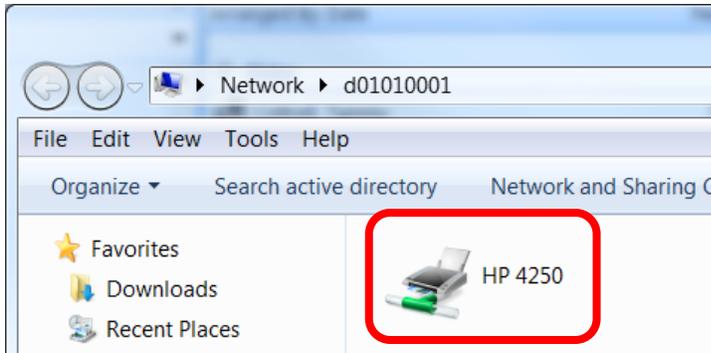
4. The system will install the drivers. This may take a few minutes.
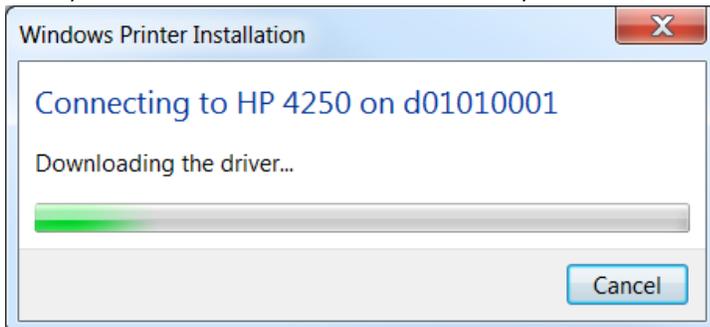
5. This process will need to be repeated for each shared printer to be used.