



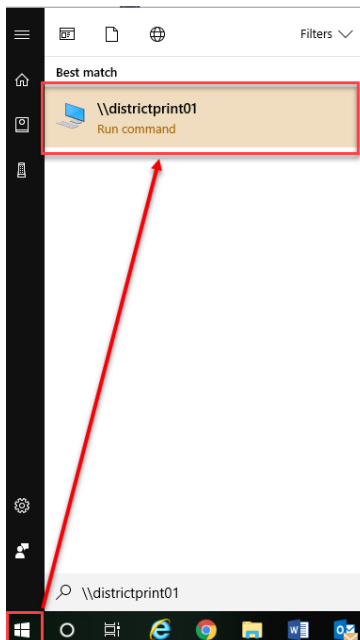
Issue

Connect to a Network or Shared Printer.

Step 1

To connect to a network printer, click the “Start” button. Start typing the appropriate location as shown, then click to open the location:

- [\\sacprint01](#) ← SAC / CEC / DMC
- [\\sccprint01](#) ← SCC / OEC
- [\\districtprint01](#) ← District Office



To connect to a network printer, click the "Start" button.

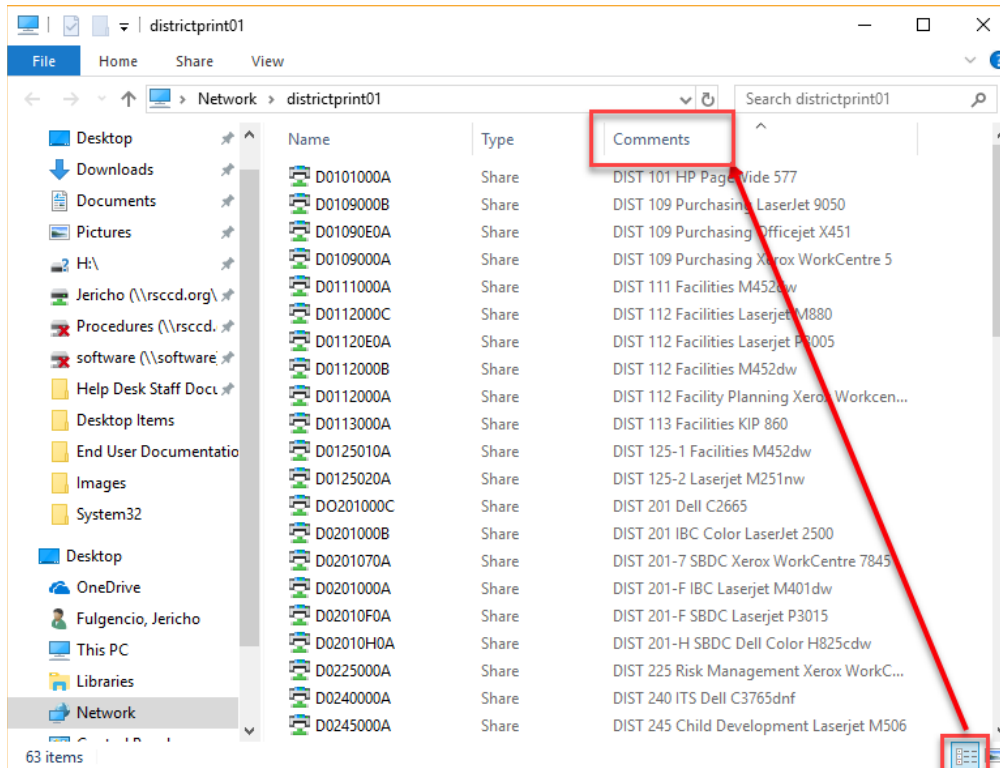
Start typing the appropriate location as shown, then click to open the location:

- \\sacprint01 ← SAC / CEC / DMC
- \\sccprint01 ← SCC / OEC
- \\districtprint01 ← District Office

Step 2

Click the “Details” icon in the lower right corner, so it shows a new column for “Comments”.

The “Comments” column lists the details of each printer starting with their location.

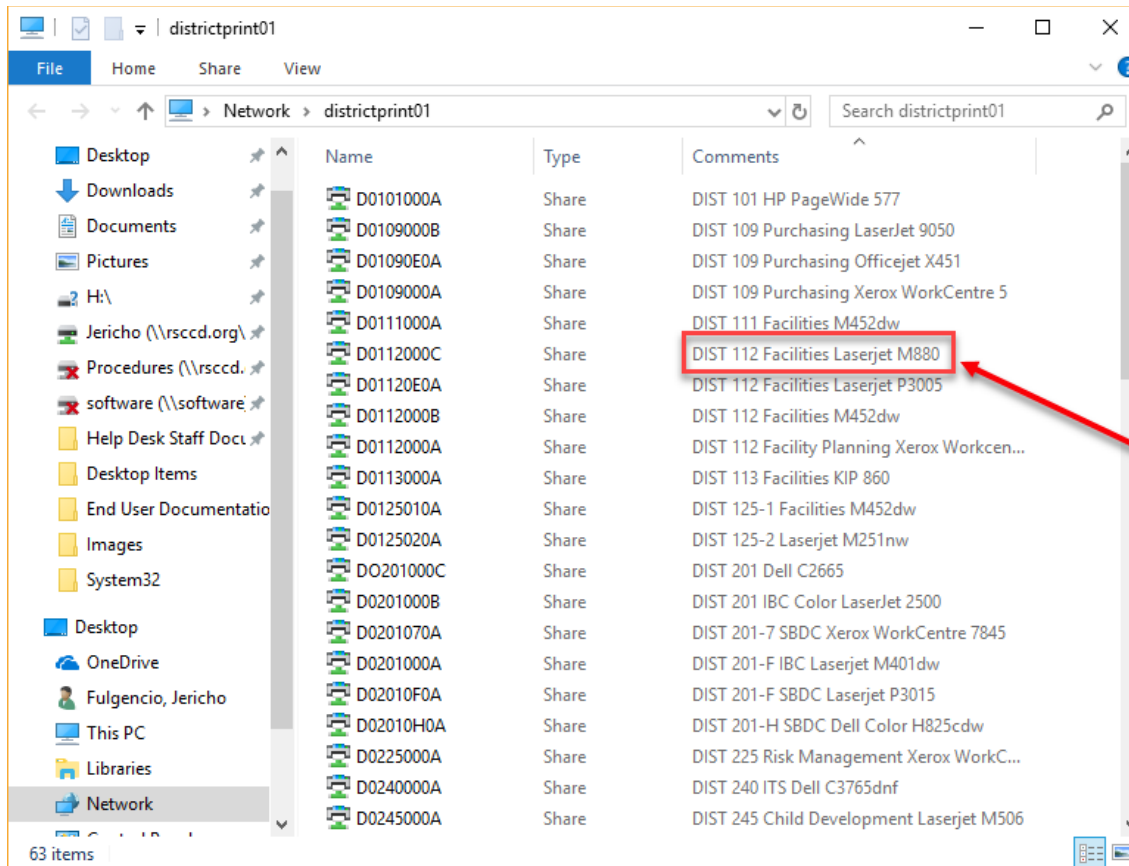


Click the "Details" icon in the lower right corner, so it shows a new column for "Comments".

The Comments column lists the details of each printer start with their location.

Step 3

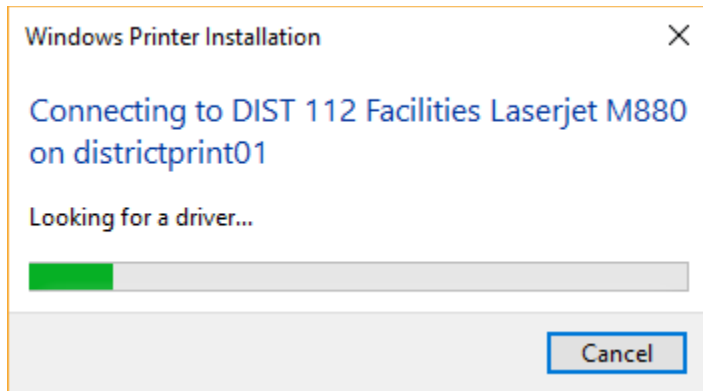
Find the printer you want to connect to, then double click to select it.



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Step 4

The system will install the drivers. This may take a few minutes to complete.

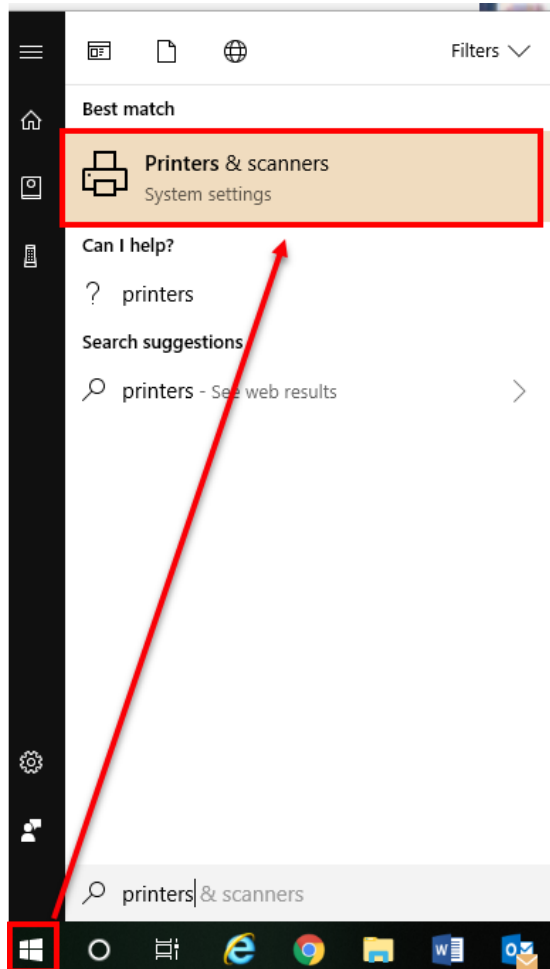


The system will install the drivers. This may take a few minutes to complete.

Step 5

Once the drivers have been installed, verify the printer has been added.

Click the “Start” button, then search for “Printers & scanners”.



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Click the "Start" button, then search for "Printers & scanners".

Step 6

Verify that the printer appears in the list.

