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
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.
Step 3

Find the printer you want to connect to, then double click to select it.
Step 4

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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Step 6

Verify that the printer appears in the list.