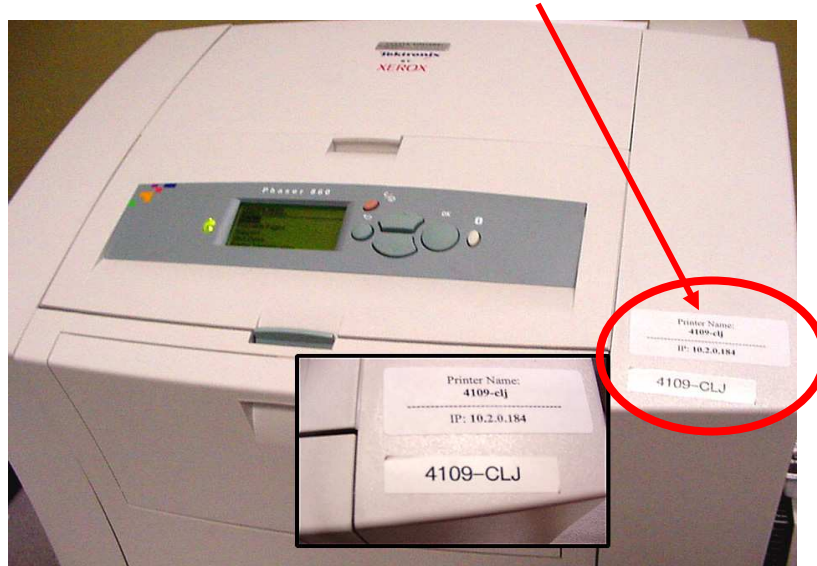
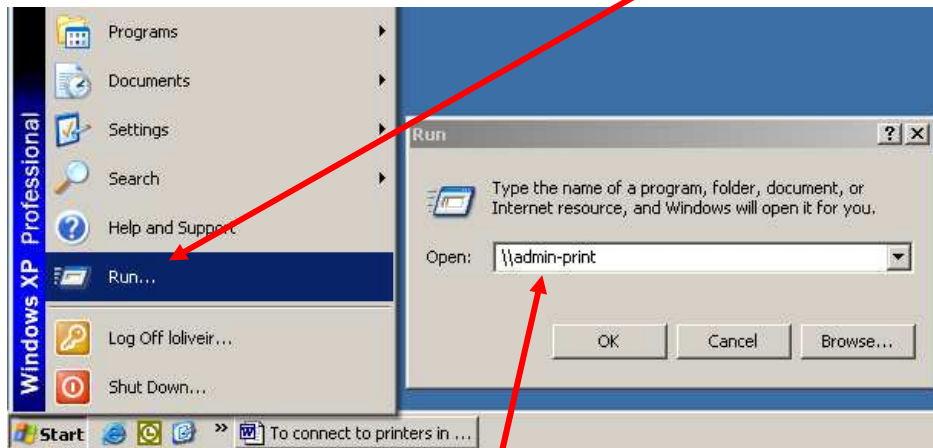


# How to Connect to a Network Printer Using a Windows Computer

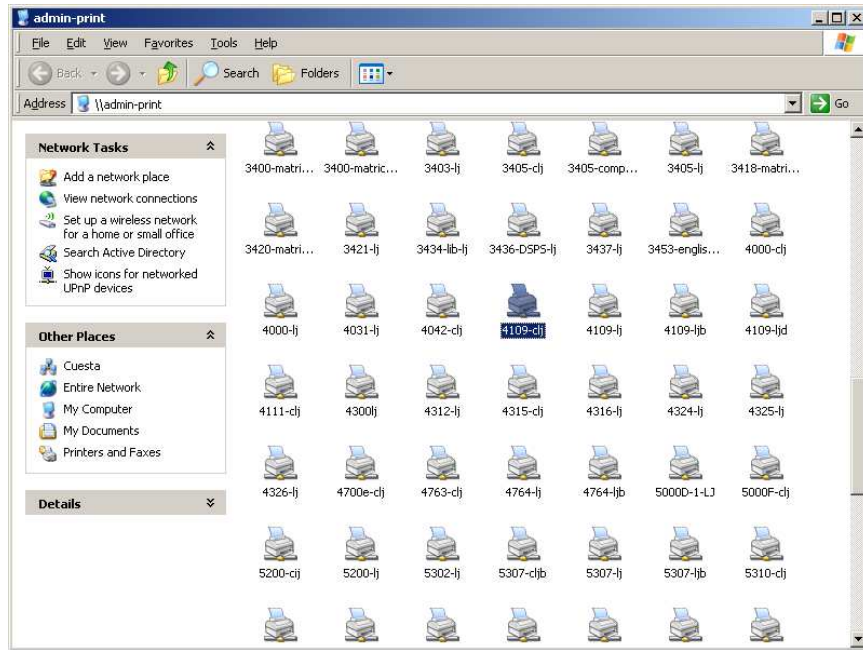
1. Locate the printer you'd like to install and write down its name.  
*NOTE: The name will appear on a label on the printer. Typically the name of the printer begins with its location/room number (i.e. 4109-CLJ).*



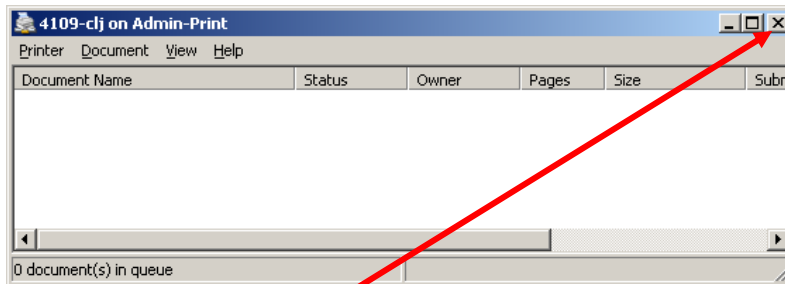
2. On your computer click on the **Start** button and then select “**Run...**”.  
*The Run dialog will appear.*



3. In the Run dialog type one of the following:  
[\\admin-print](#) (for SLO campus)  
[\\pike](#) (for NC campus)
4. Click the **OK** button.  
*A list of printers will appear.*



5. Locate the printer by name, and then double-click on its icon.  
*A window for that printer will appear.*



6. Close the printer window.  
*You will now be able to print to that printer.*

NOTE: If your printer is not listed, please submit a work order.