Connect to a Network Printer
Using a Lab/Classroom PC (Windows)

1. Locate the desired printer and note the printer's name (usually on a label attached to the printer).

2. Determine the version of Windows running on the computer by holding down the Windows key and tapping the Pause/Break key. When the system information screen appears, look at the System type field for either “32-bit Operating System” or “64-bit Operating System”.

3. On your computer, click on the Start button.

4. Click in the “Search programs and files” field.

   a. Type one of the following:

   \labprintx64 (for SLO labs / classrooms)
   \nc-lab-print (for NC labs / classrooms)

5. Press the [Enter] key.

   A list of printers will appear.

   NOTE: If your printer is not listed, please submit a work order.
6. Locate the printer by name, and then double-click on its icon.

NOTE: You may receive a “Do you trust this printer?” dialog. If so, click the Install Driver button.

A window for that printer will appear.

7. Optional: To make this printer your default printer, from the menu bar, select Printer > Set as Default Printer.

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