Connecting to a Network Printer – Office Windows PC

Adding a printer
1. Locate the desired printer and find the label with the printer name:
   • Typically this number will begin with your room number.
     For example: A printer in room 3180 might be titled 3180-01-COLOR.

2. At your computer, click the Start button (bottom left side of screen) to find the search field for your computer.
   • = Start button icon for Windows 10
   OR
   • = Start button icon for Windows 7

3. Type one of the following in the search field depending on the location of the printer.
   • Type, \print-01-slo, for San Luis Obispo campus, then Press Enter.

   • Type, \print-01-nc, for North County campus, then Press Enter.

   • Type, \labprintx64, for SLO labs/classrooms, then Press Enter.

   • Type, \nc-lab--print, for North County labs/classrooms, then Press Enter.

Tip: If the search is unsuccessful, make sure you are typing a backslash and not a forward slash, in your search.
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4. From the list that displays, double click on the desired printer name.

Tip: You might receive the window below, click on the Install Driver button. Then, select yes if the next dialogue box asks “Do you want to allow this app to make changes to your device?”

5. Once a printer is selected a window for the printer will open.
   • If you are only adding a printer to your available printer list, close the window, you are finished adding a printer.  
   Note: You will need to select this printer each time you print. 
   or
   • If you would like this printer to be your default printer, go to the next step.

6. To display the drop down menu, click on Printer, in the top left of the printer window.
   • Select Set As Default Printer.
   • Close printer window, you are finished adding a printer.