

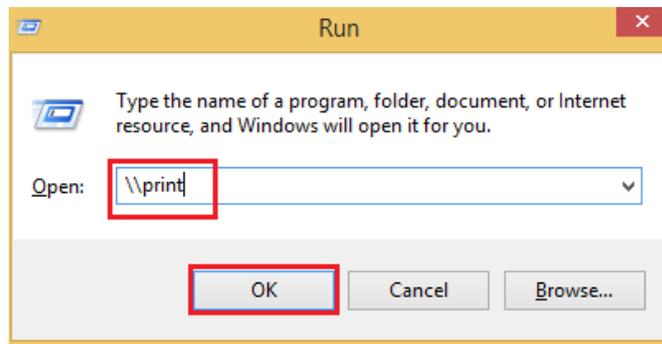
# How to Add a Printer

## Campus issued computers - Domain

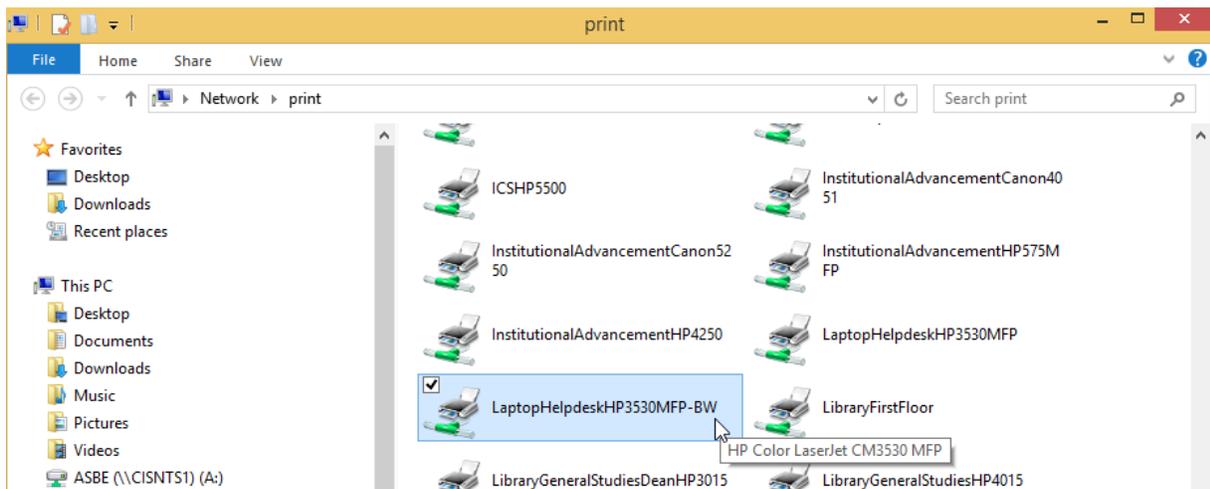
- Click on the Windows and R key:



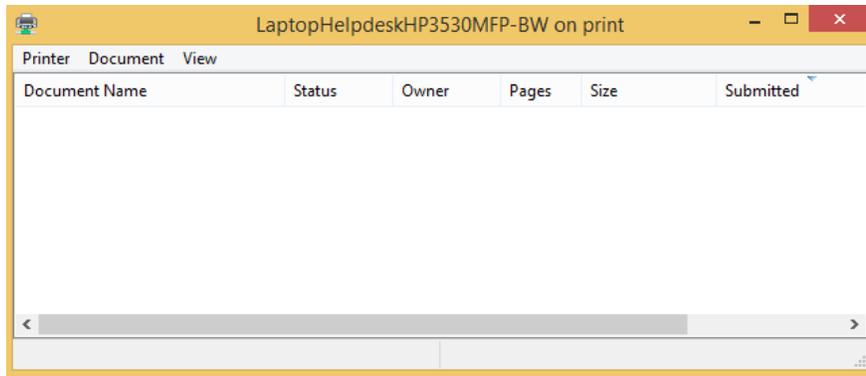
- Type '\\print'; click 'OK' or press 'Enter'



- This will open a folder with the campus printer.
  - Find the printer you are looking for and double-click the printer.



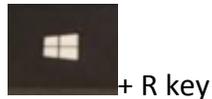
- This will install the driver software and add the printer to your computer.
- The following window appears when the printer installs successfully:



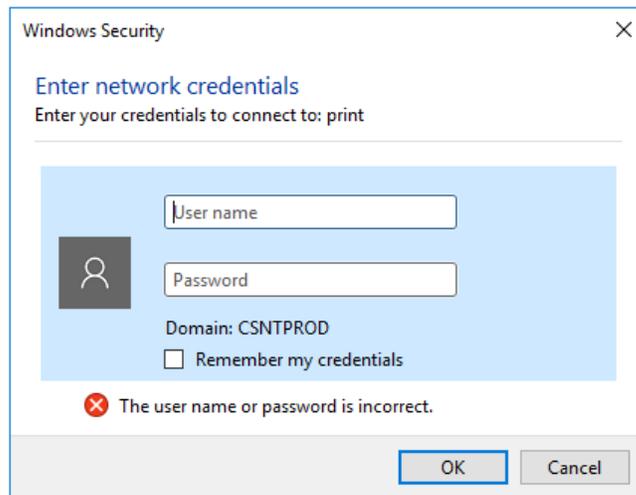
- You can now select this printer from the drop down.

## Computers not issued by Campus – Non Domain

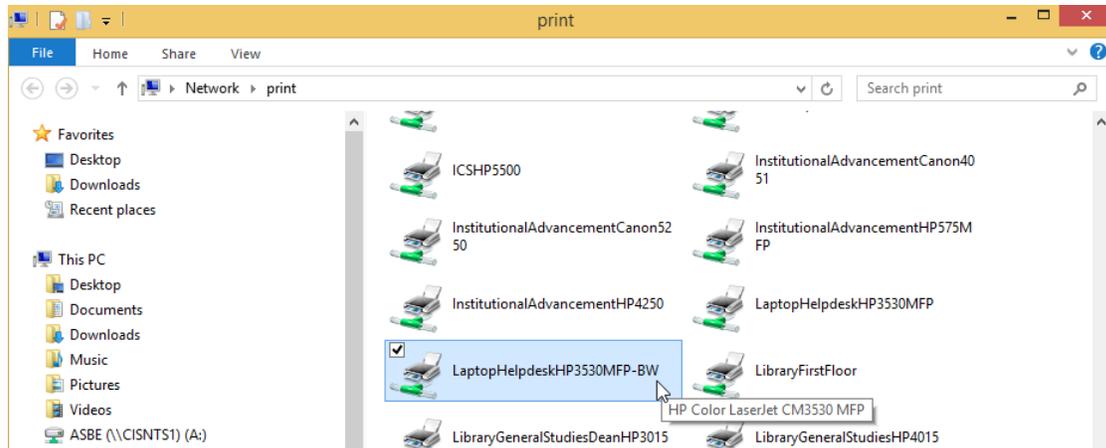
- Click on the Windows and R key:



- Type '\\print'; click 'OK' or press 'Enter'
- You will be prompted to enter a username and password:

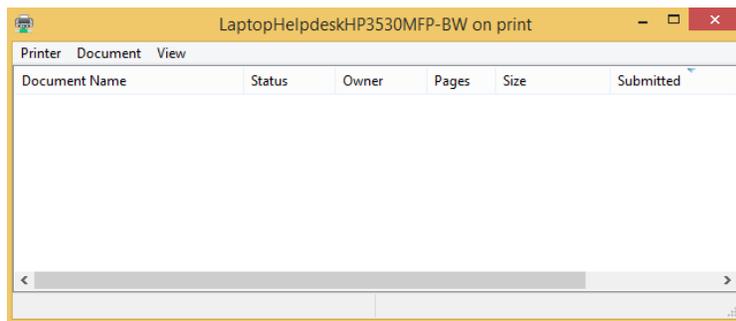


- Type your campus email into the user textbox to get on the domain.
  - Example: 'username@morrisville.edu'
  - Enter your campus 'password'
- This will open a folder with the campus printer.
  - Find the printer you are looking for and double-click the printer.



- This will install the driver software and add the printer to your computer.

The following window appears when the printer installs successfully:



- You can now select this printer from the drop down.