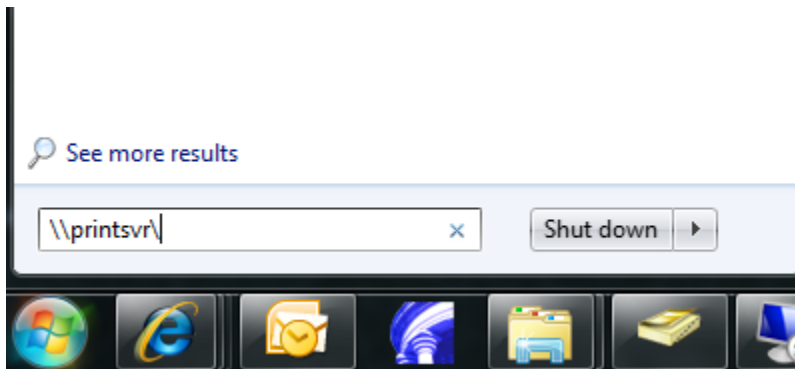
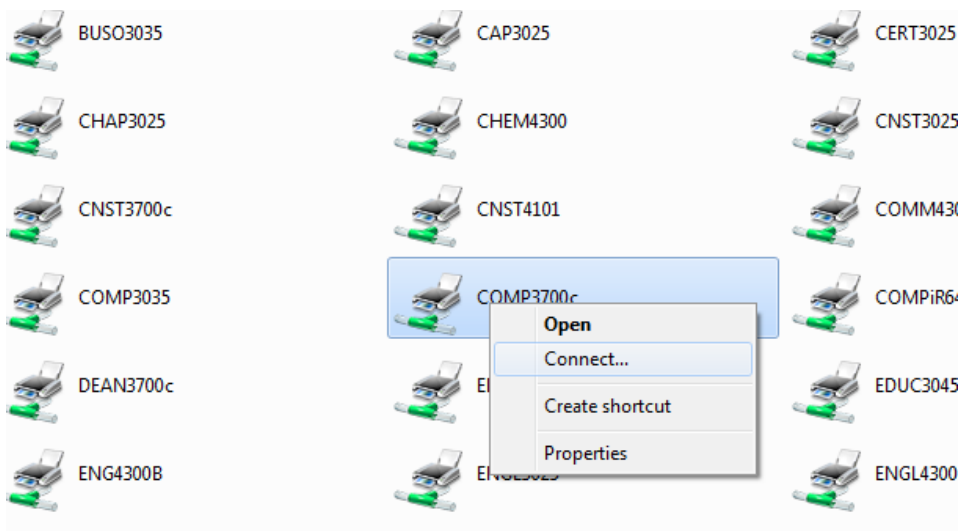


## How to Map a Network Printer

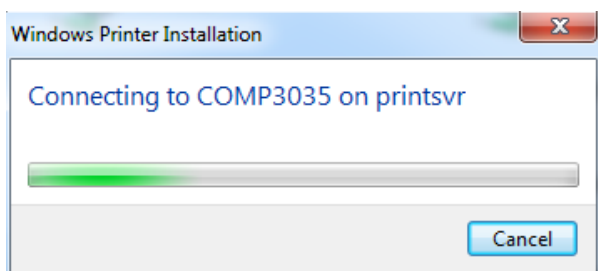
Click on the Windows Start menu in the bottom left hand corner of your screen and in the search text box enter [\\printsvr\](#) :



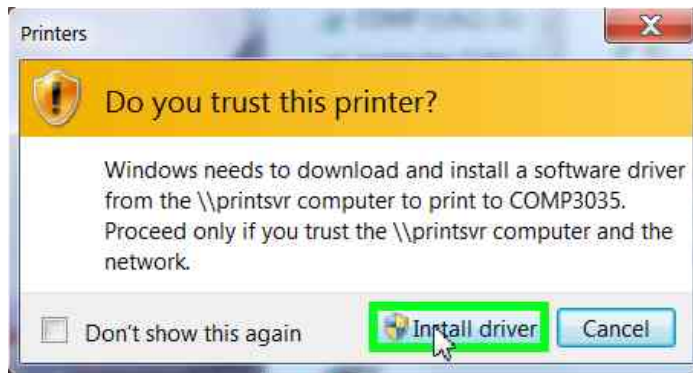
You should now see a screen that lists all the printers on campus, please find your printer and right-click on it and choose connect:



You should start to see a pop-up window that shows you are connecting:



You may be prompted about trusting the printer, please choose to install the driver:



After the printer is connected you will need to go into the "devices and printers" from the start menu. You should now see your printer listed there. You will need to right-click on the printer and choose "set as default printer":

