



Adding a Network Printer

Stonehill College Information Technology
Help Desk 508-565-HELP (4357) helpdesk@stonehill.edu

PC Users

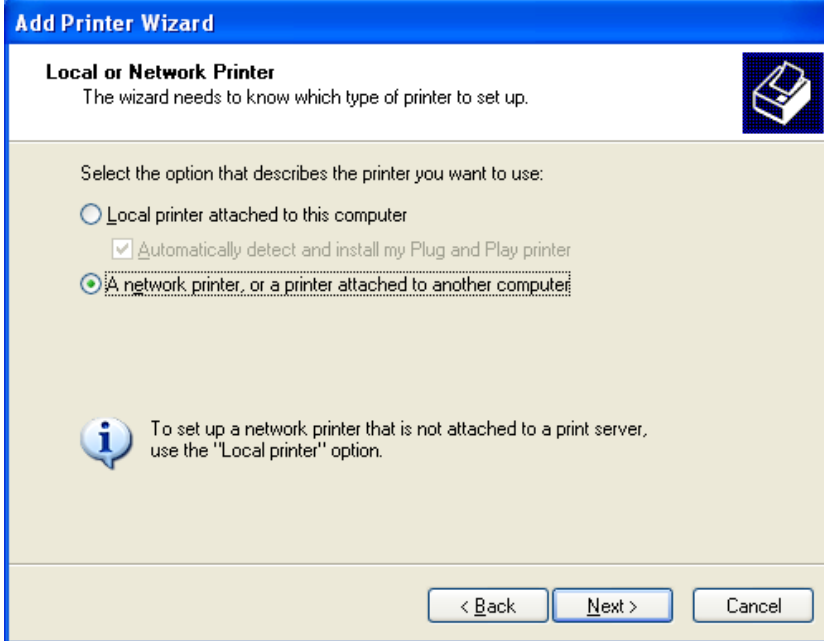
Step 1

Click **Start** → **Settings** → **Printers and Faxes**

Under Printer Tasks on the left side of the Printers and Faxes window click on **Add a Printer**

Click **Next**

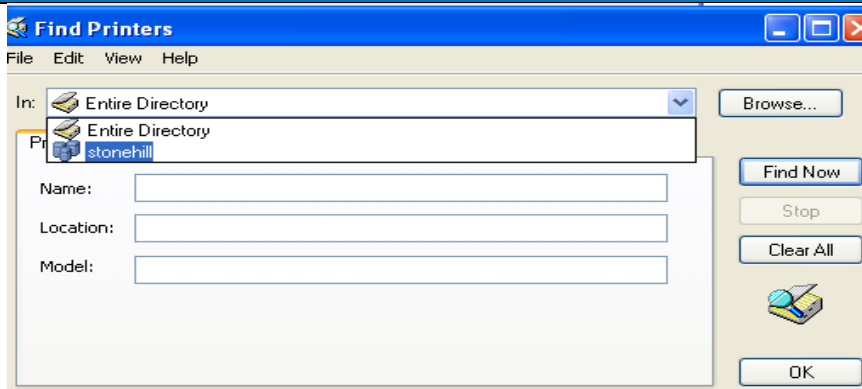
Select **A network printer, or a printer attached to another computer**



Step 2

Select **Find a printer in the directory**

In the Find Printers window click on the drop down menu and select **Stonehill College**

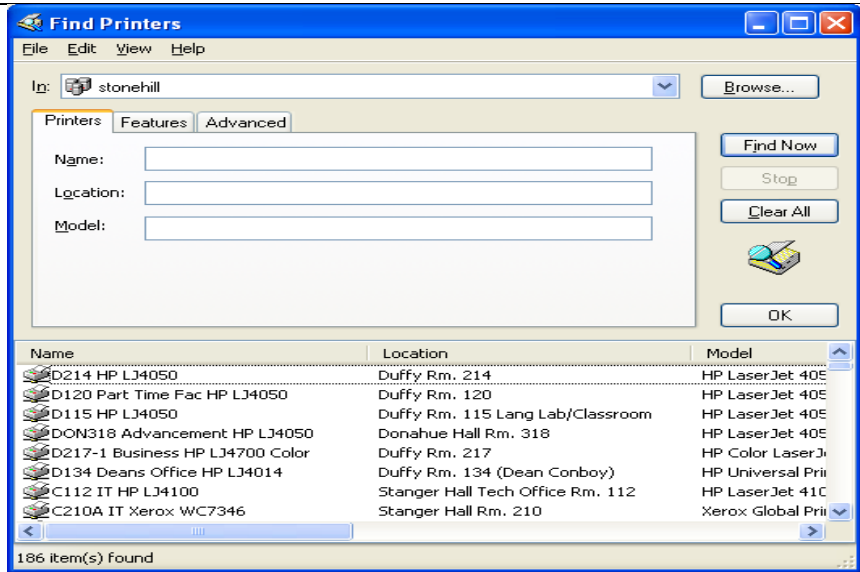


Step 3

Click on the **Find Now** button

A list of printers now appears in the bottom of the Find Printers window.

Click on the **Name** column to sort the list alphabetically.



Highlight the printer you want to add (The printers are listed by building code and room number/department name) and click the **OK** button.

If you want the printer to be your default printer select yes, if you want to keep the printer you already have as a default select no and click **Next**.

Click **Finish**