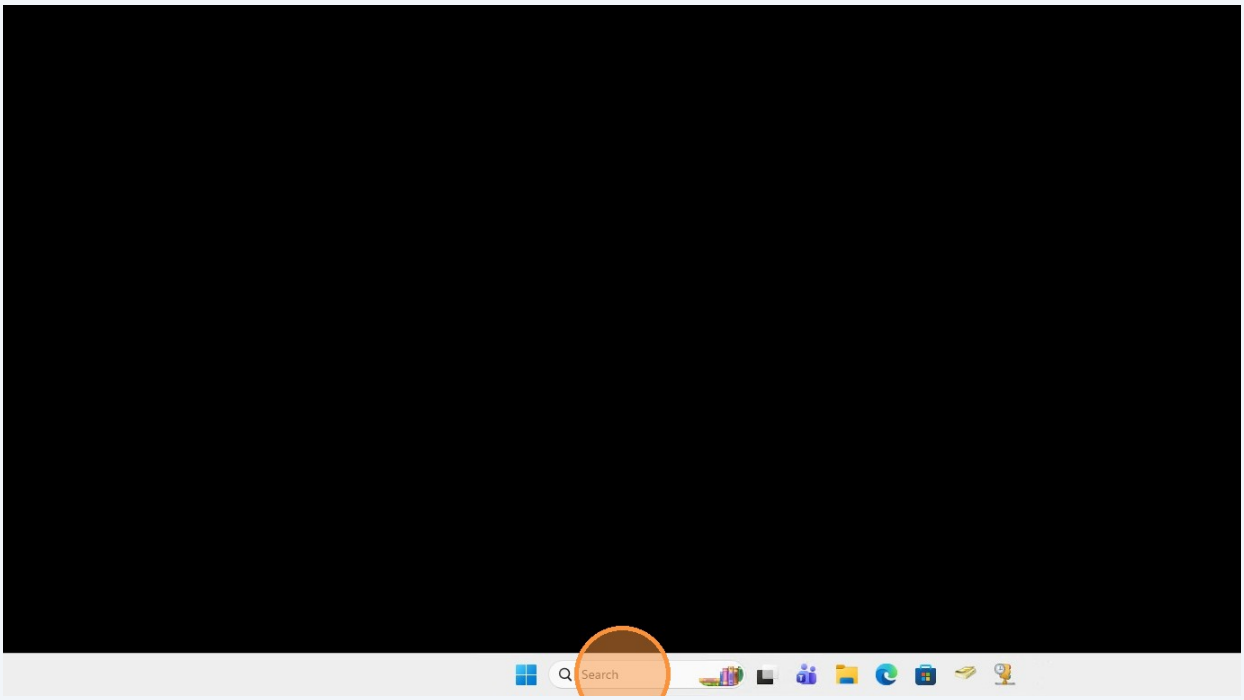
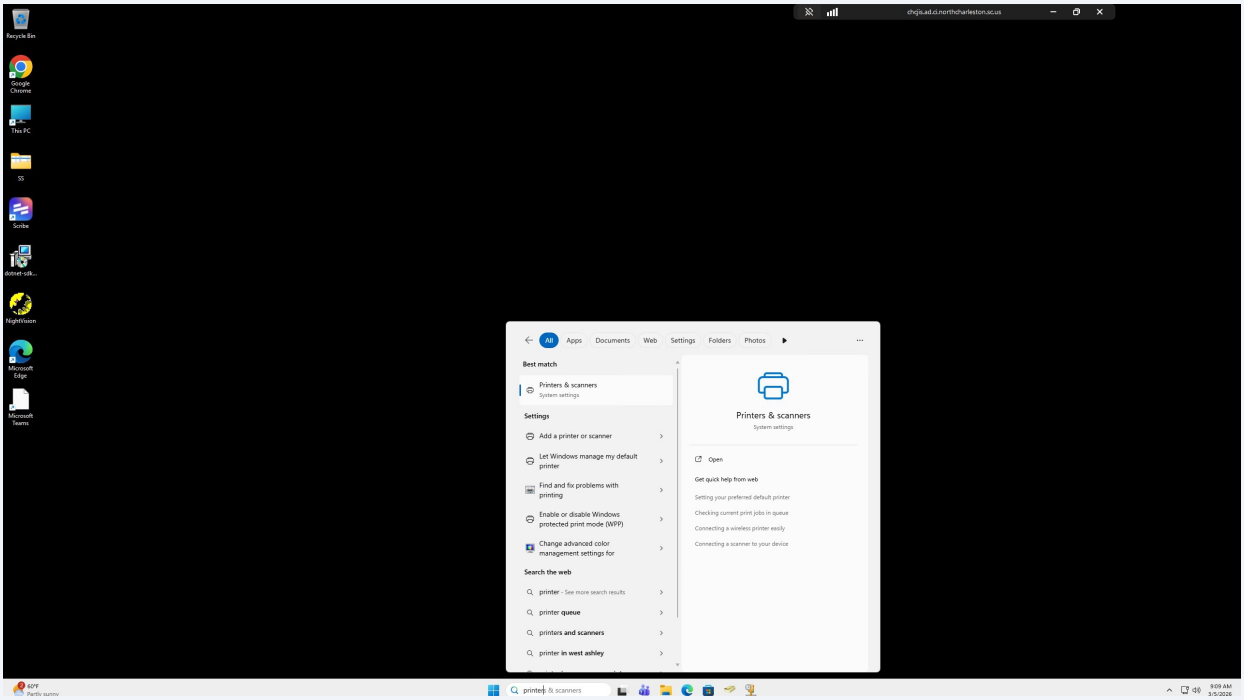
How to Add a Network Printer to Your Computer (POLICE)

Learn how to add a network printer to your Windows computer. This guide will walk you through the process of finding and installing a printer shared on your network, ensuring you can print documents from any computer.

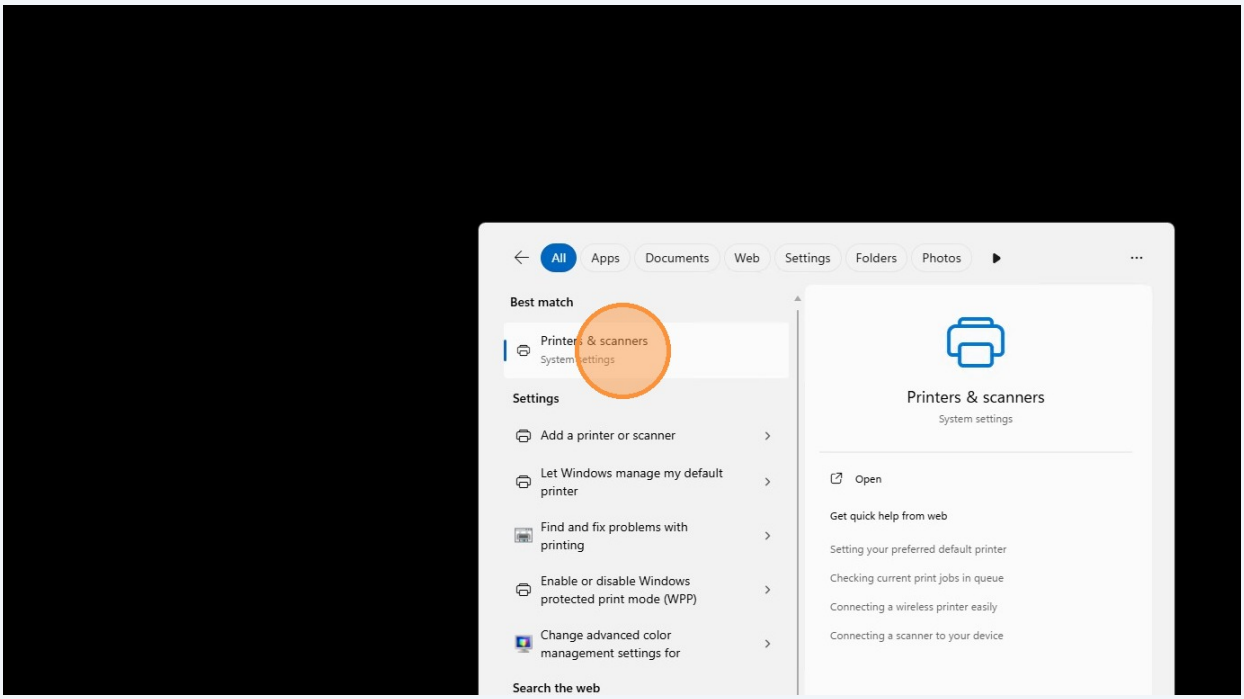
1 Click here



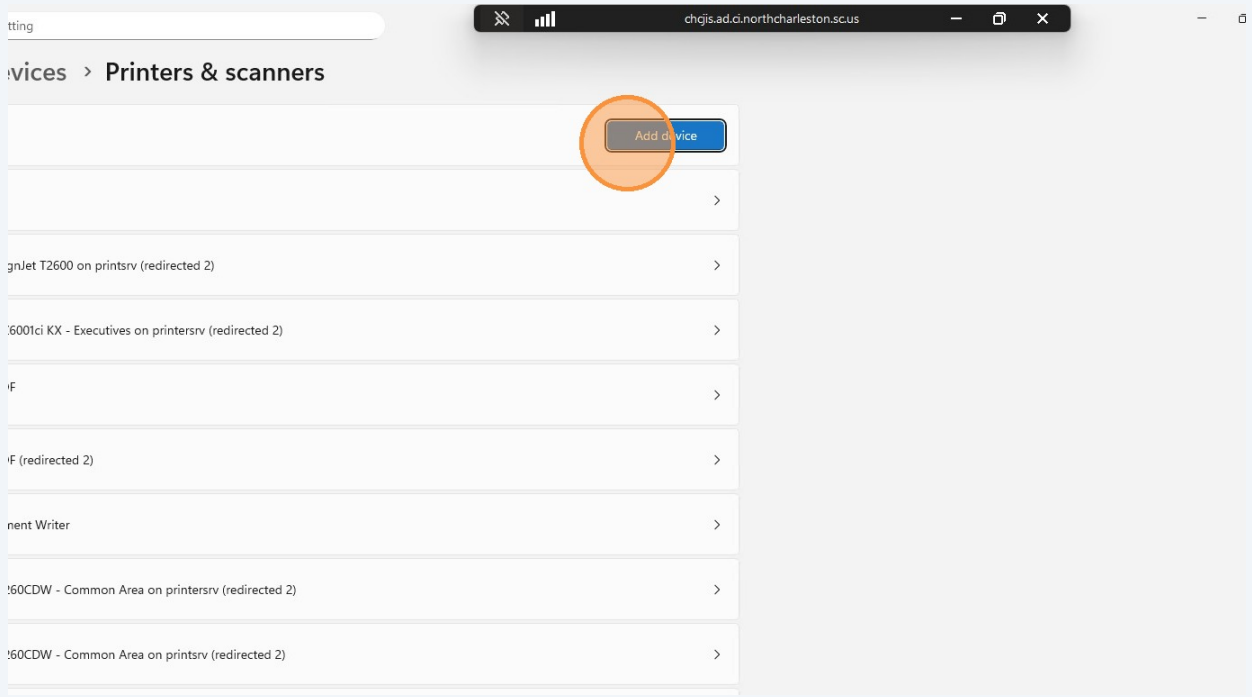
2 Type "Printers"



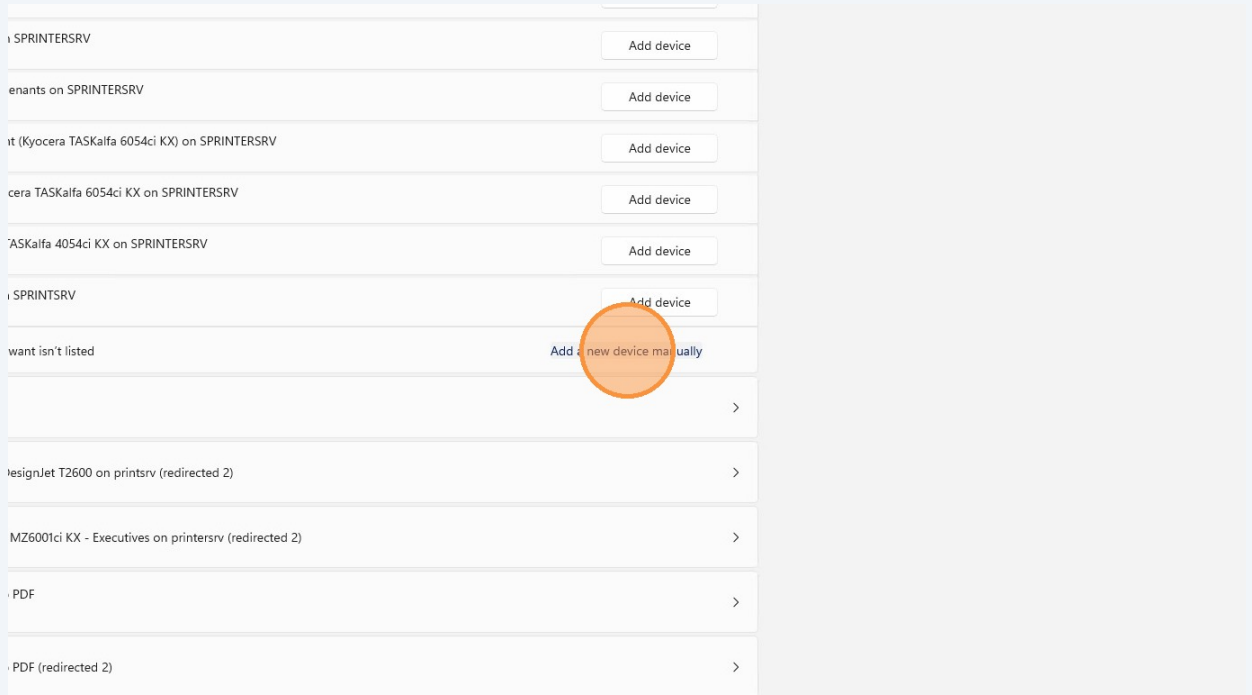
3 Click "Printers & Scanners"



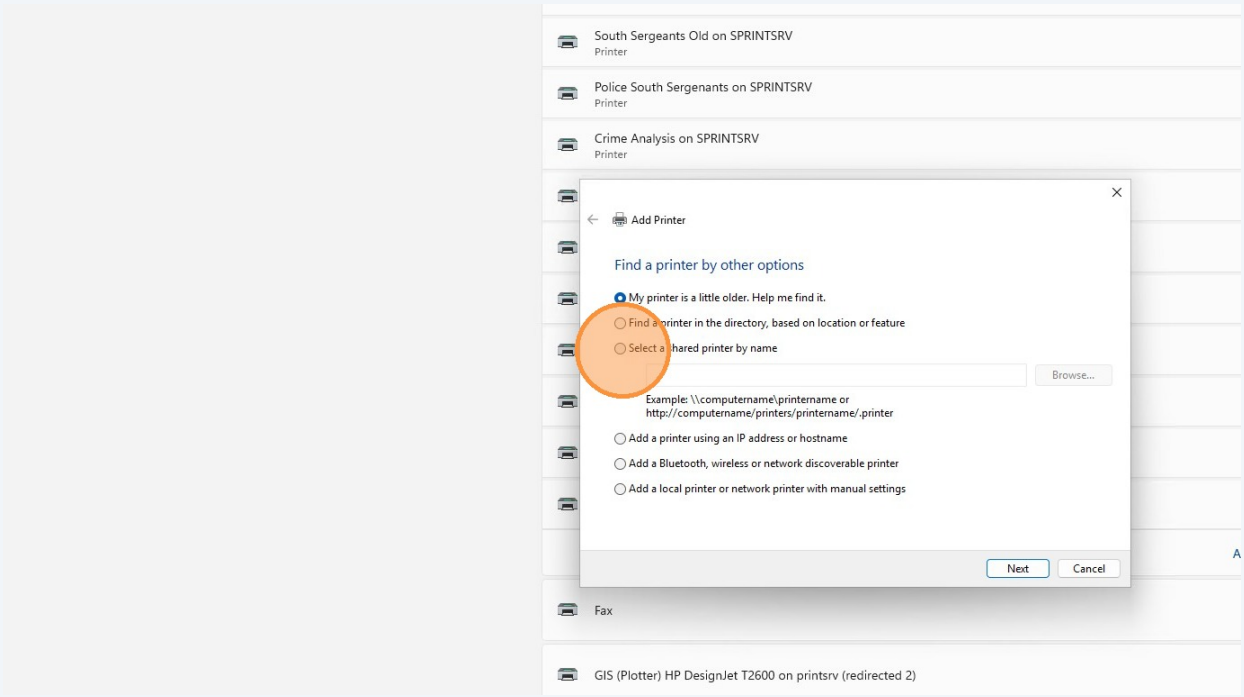
4 Click "Add device"



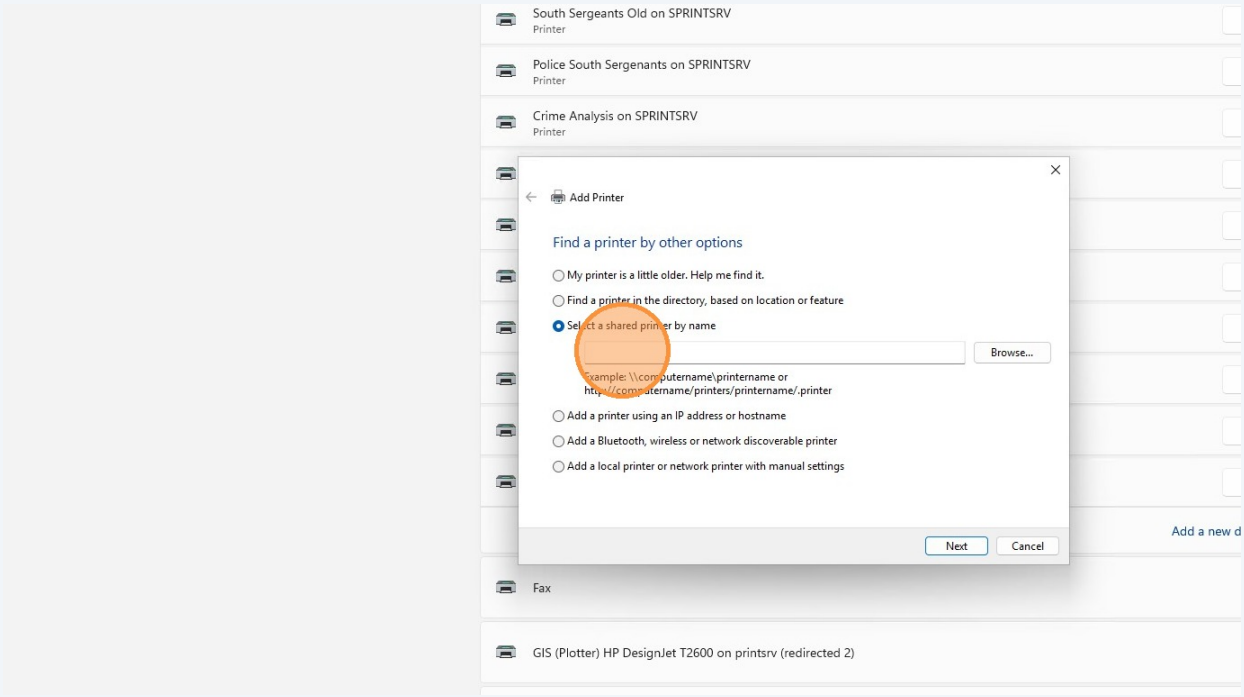
5 Click "Add a new device manually"



6 Click "Select a shared printer by name"



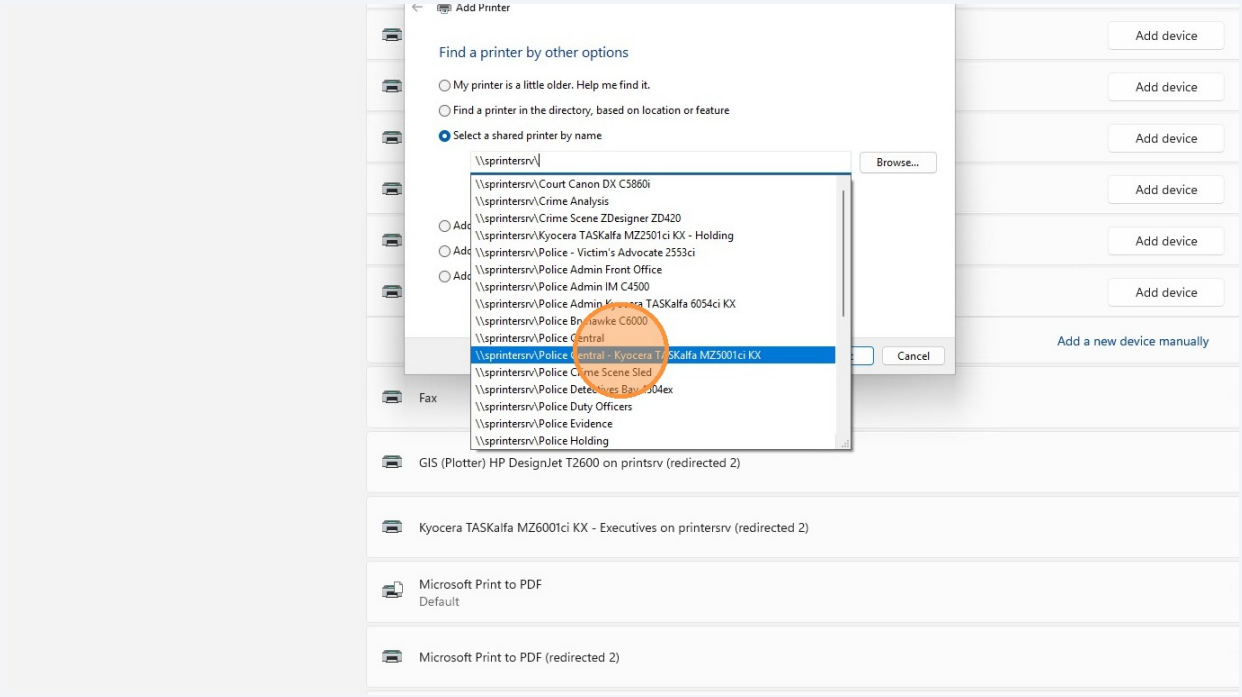
7 Type "\\sprintersrv\"



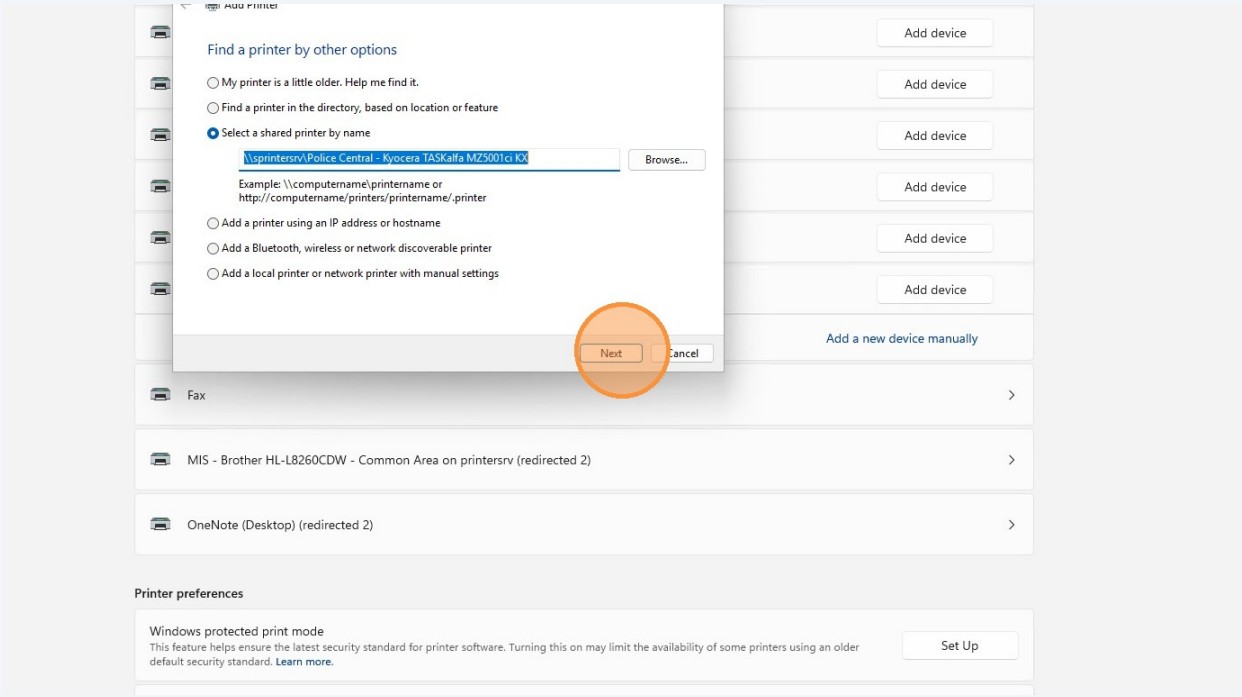
Tip!

Printers are normally labeled with the department or bureau it is located in. In this instance we are connecting to the printer located at Central

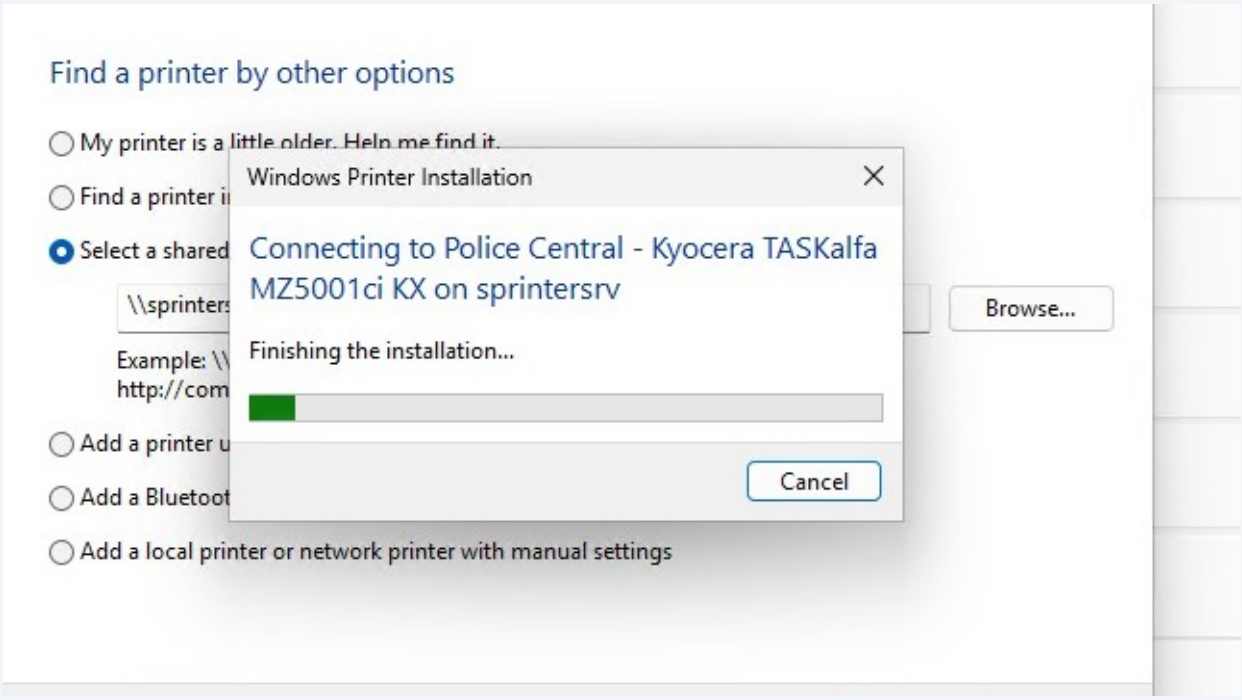
8 Find the printer you want to connect to



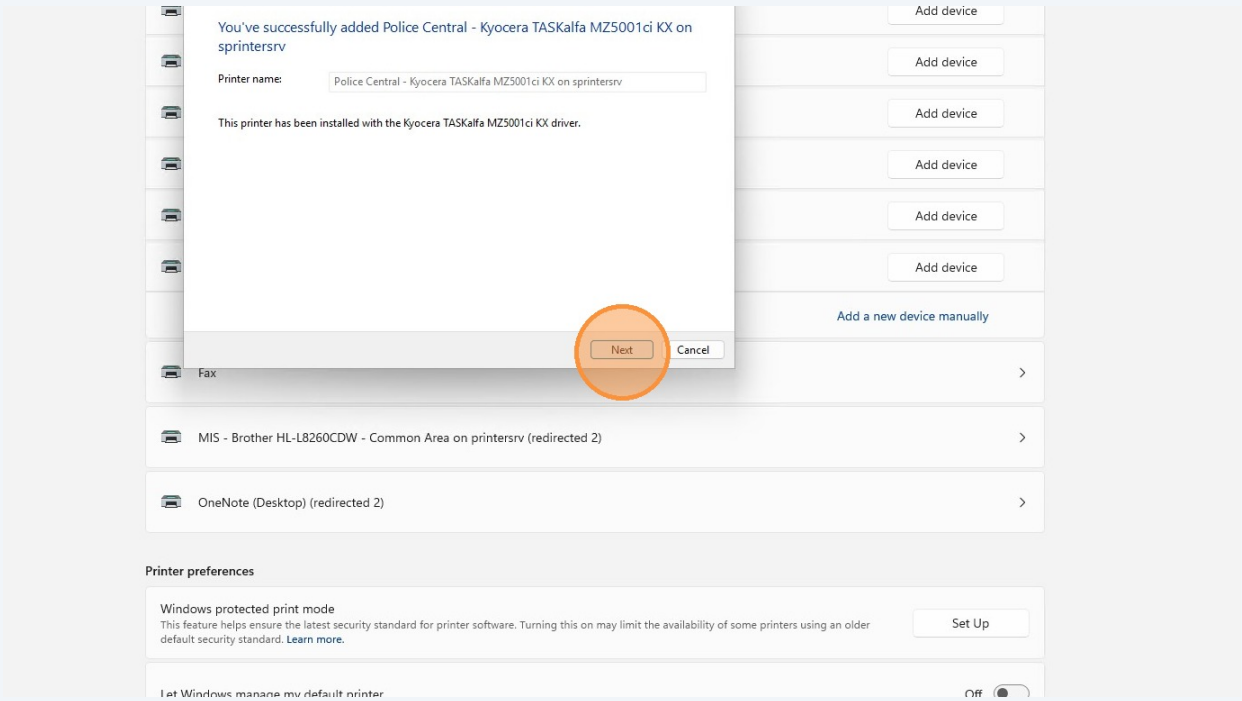
9 Click "Next"



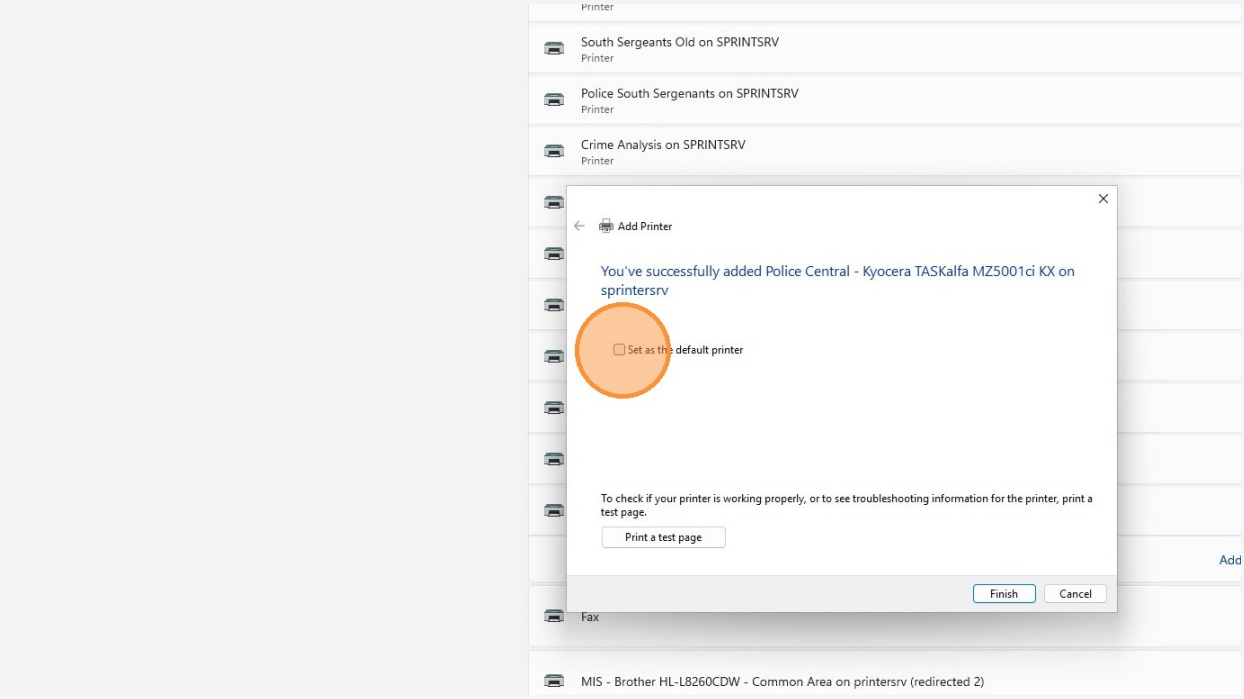
10 Let the installation download and finish



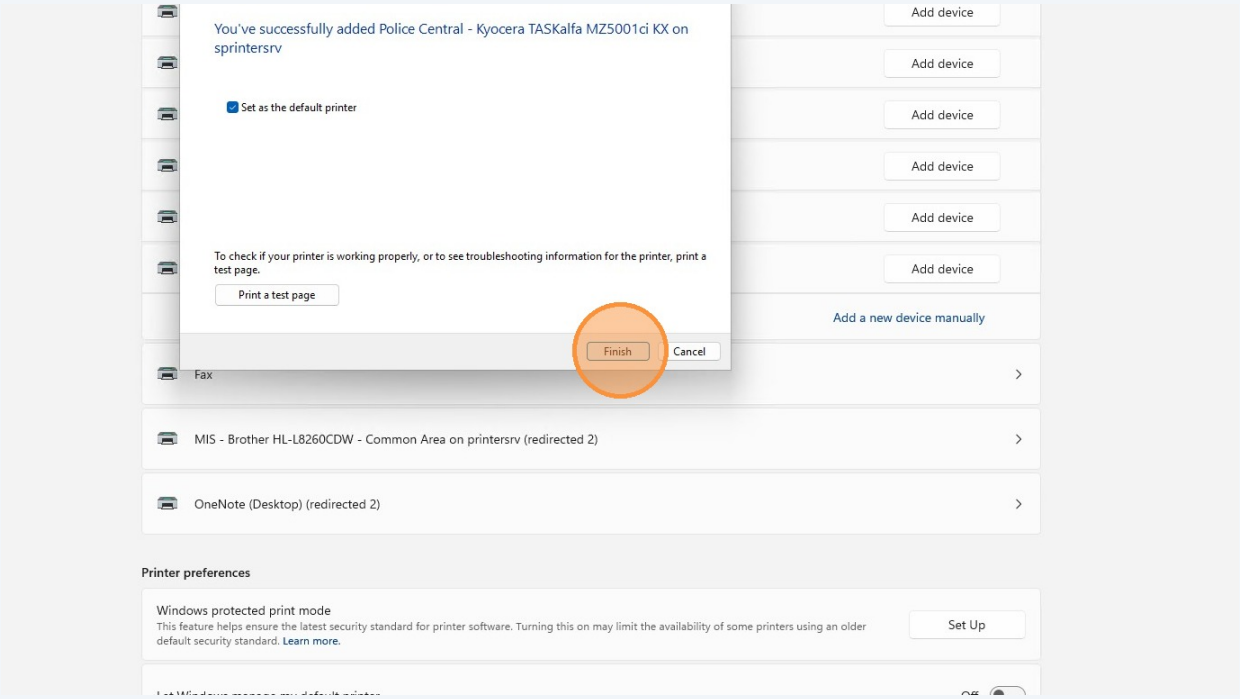
11 Click "Next"



12 Click "Set as the default printer" if you wish for this printer to be your main device



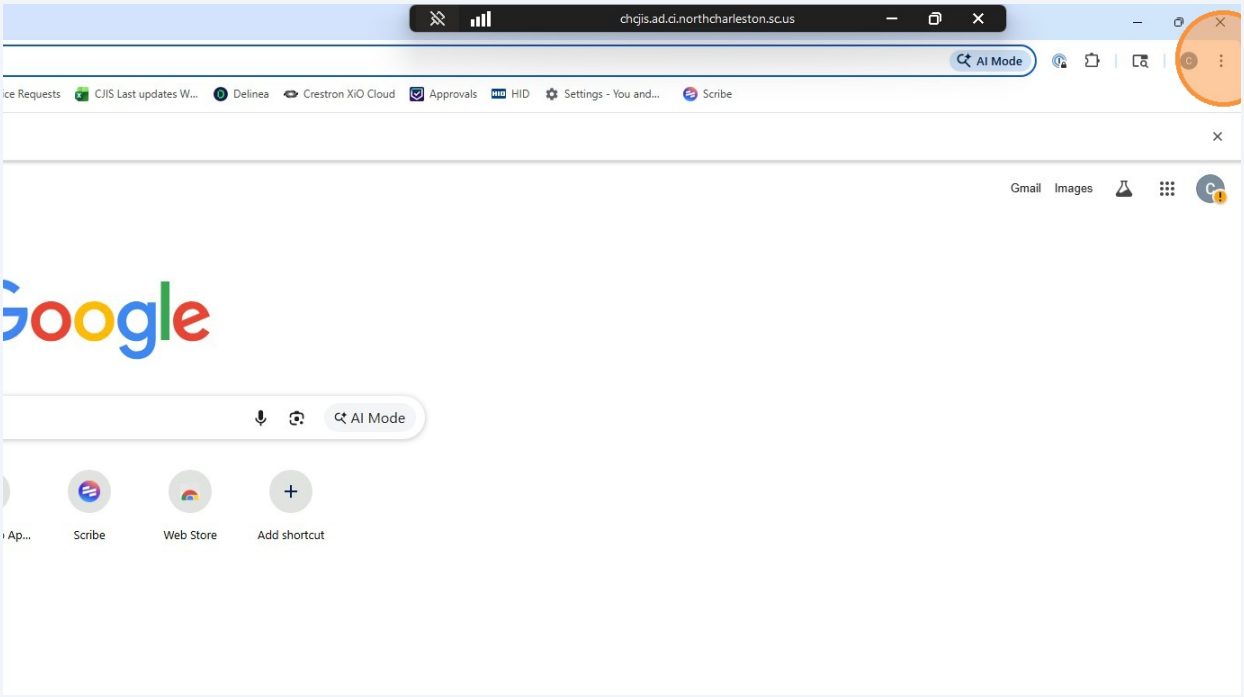
13 Click "Finish"



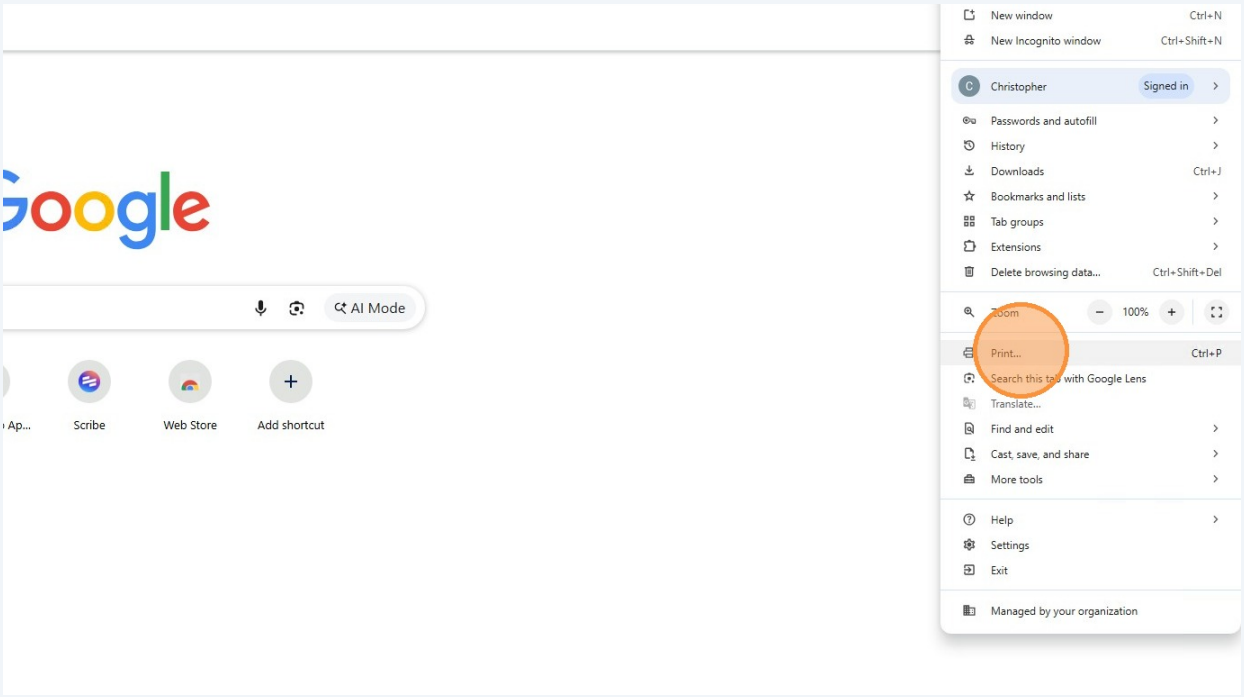
14 Unfortunately on Google Chrome, occasionally the browser does not see the changes you've made. Follow these steps in order to print to the device through the browser

15 Open Google Chrome

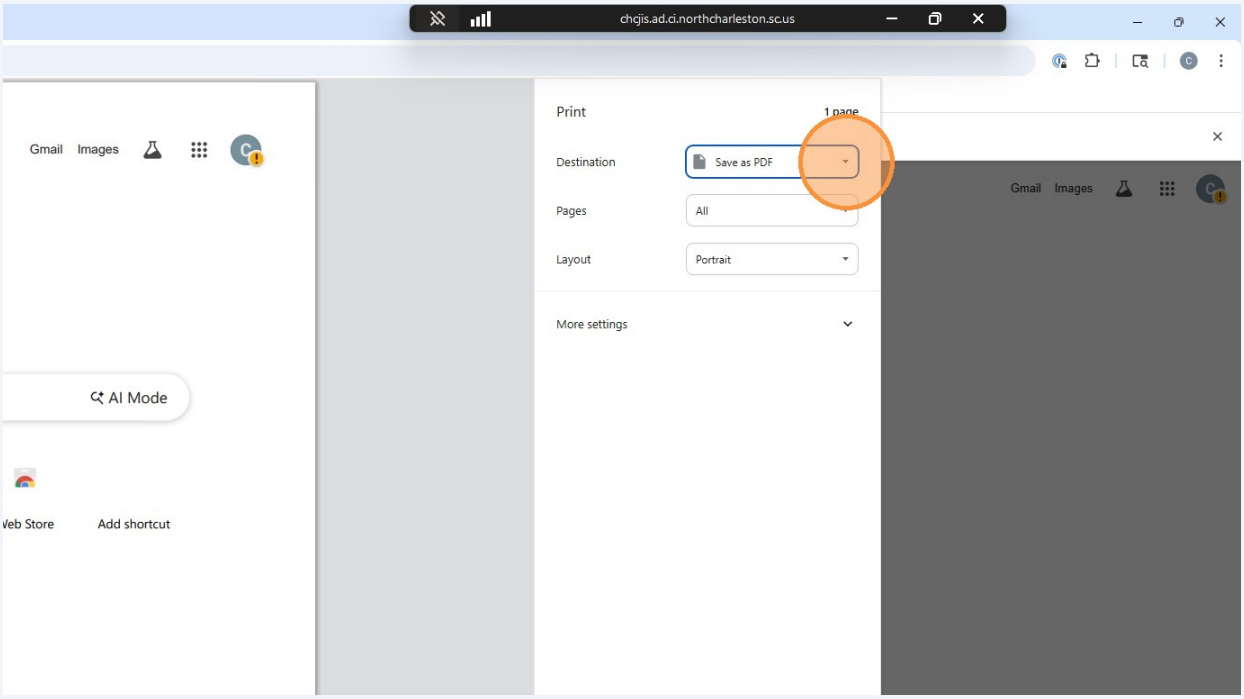
16 Click on the 3 vertical dots in the top right corner



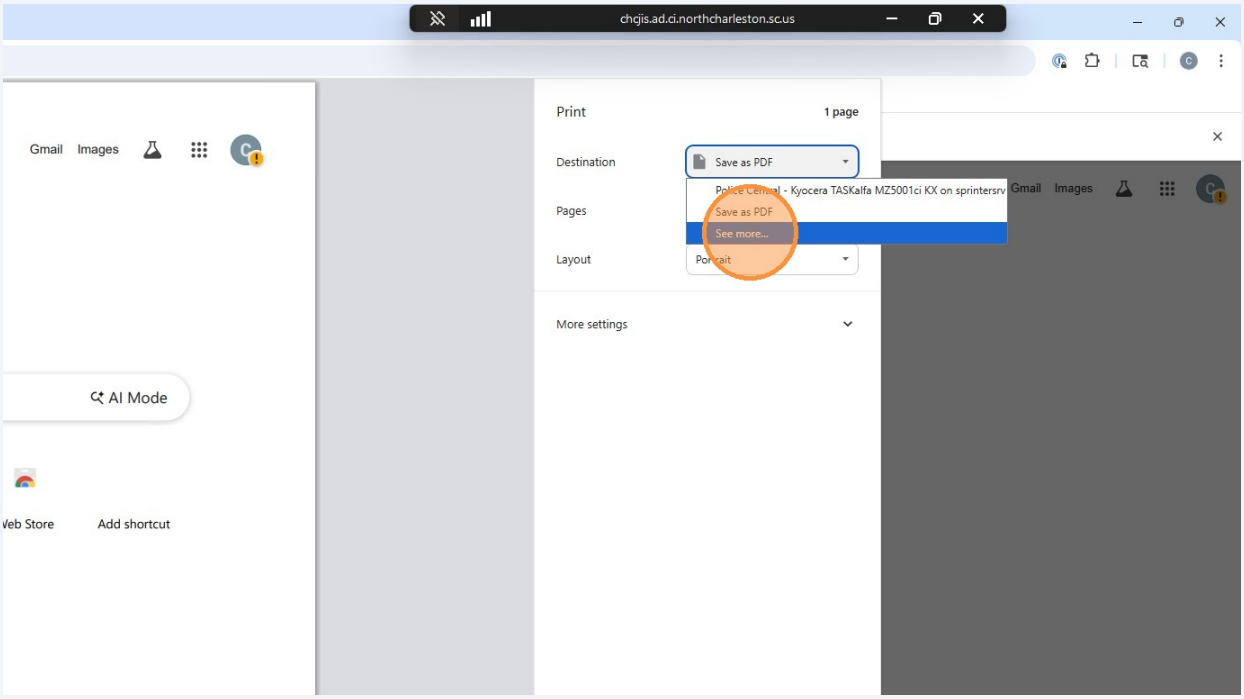
17 Click "Print..."



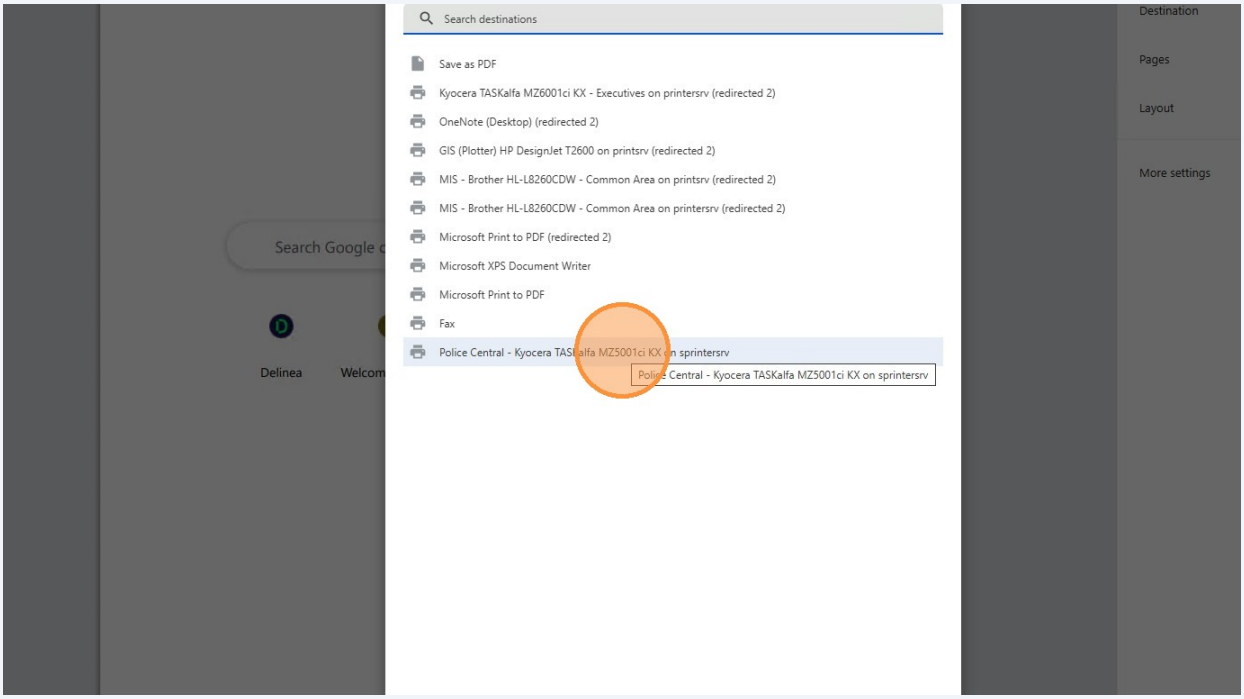
18 In the "Destination" section, click on the drop down arrow



19 Click "See more"



20 Find and click on the printer you just added



21 The printer should now be in the Destination section of the print page.