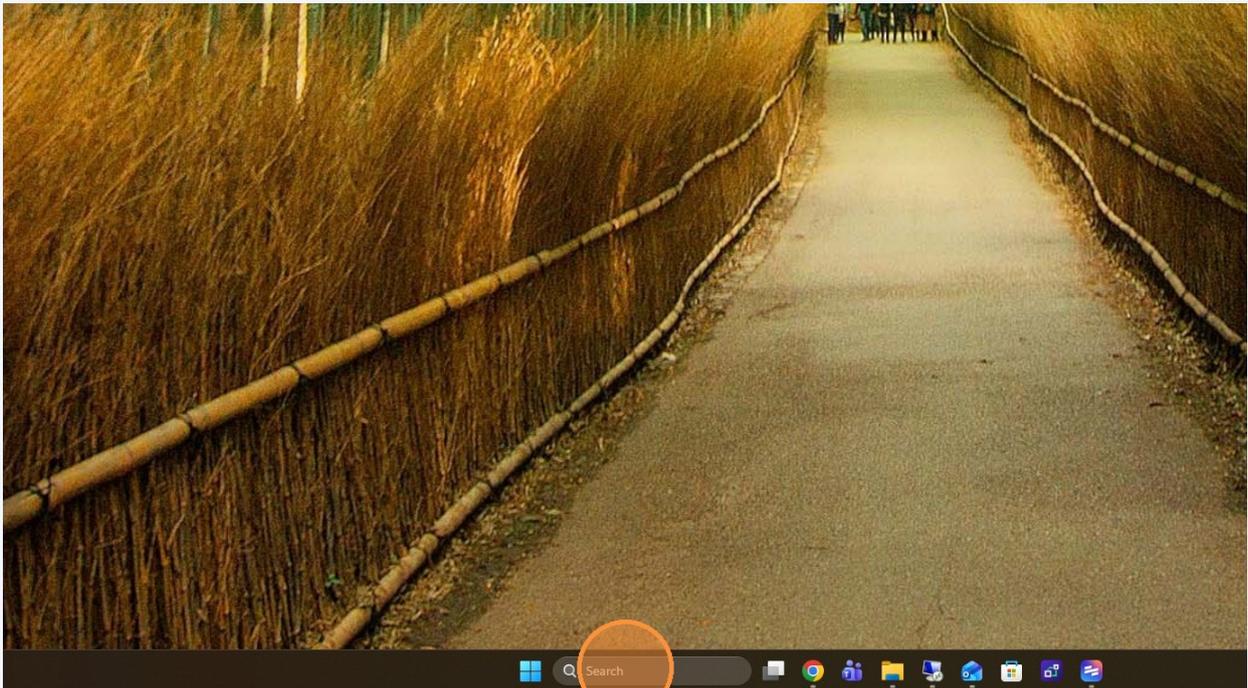


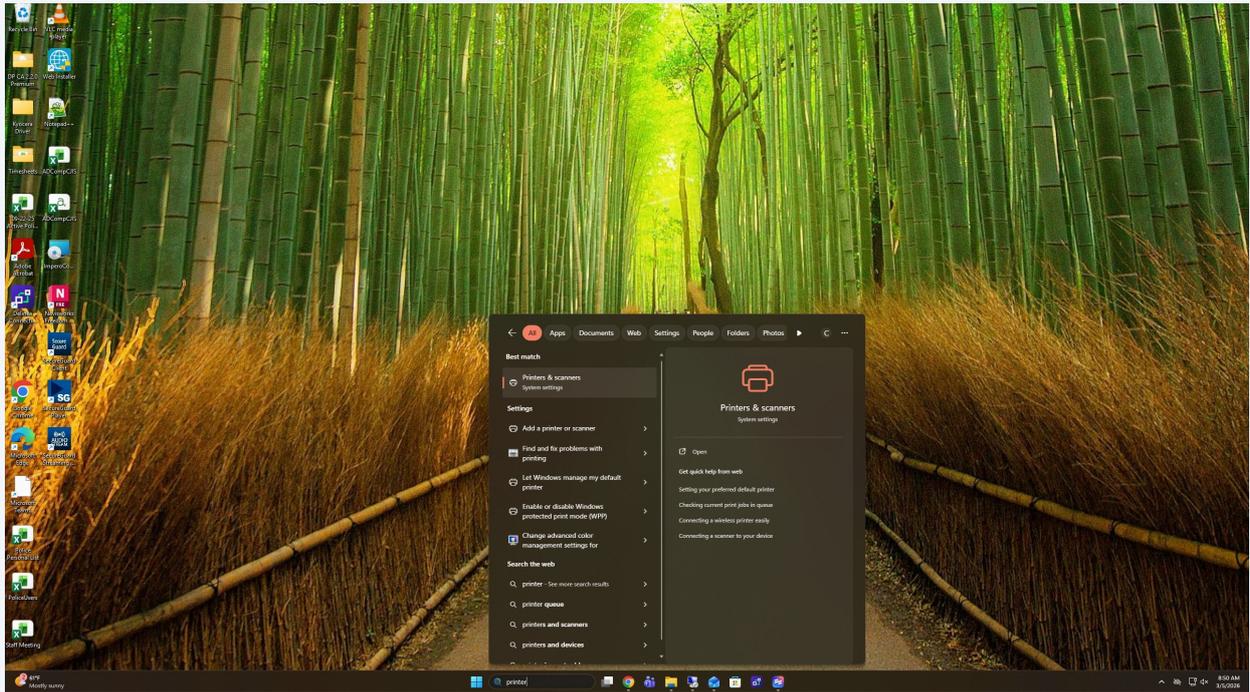
How to Add a Network Printer to Your Computer (NCHAS Domain)

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.

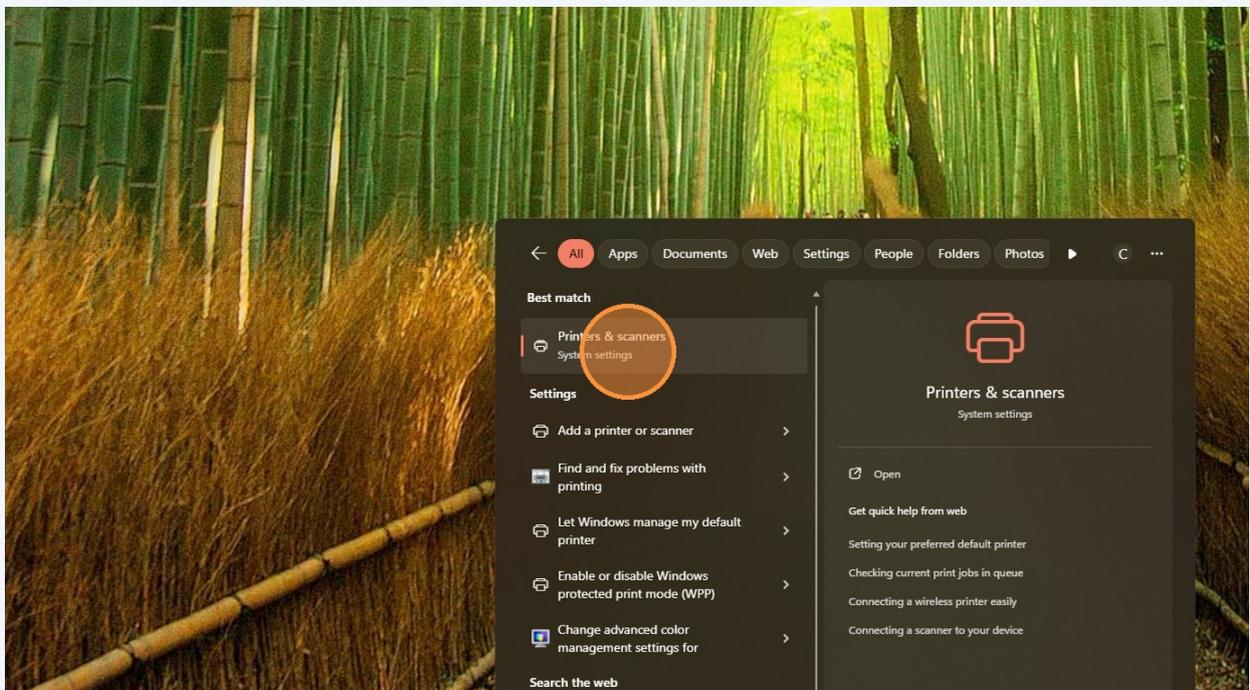
1 Click here



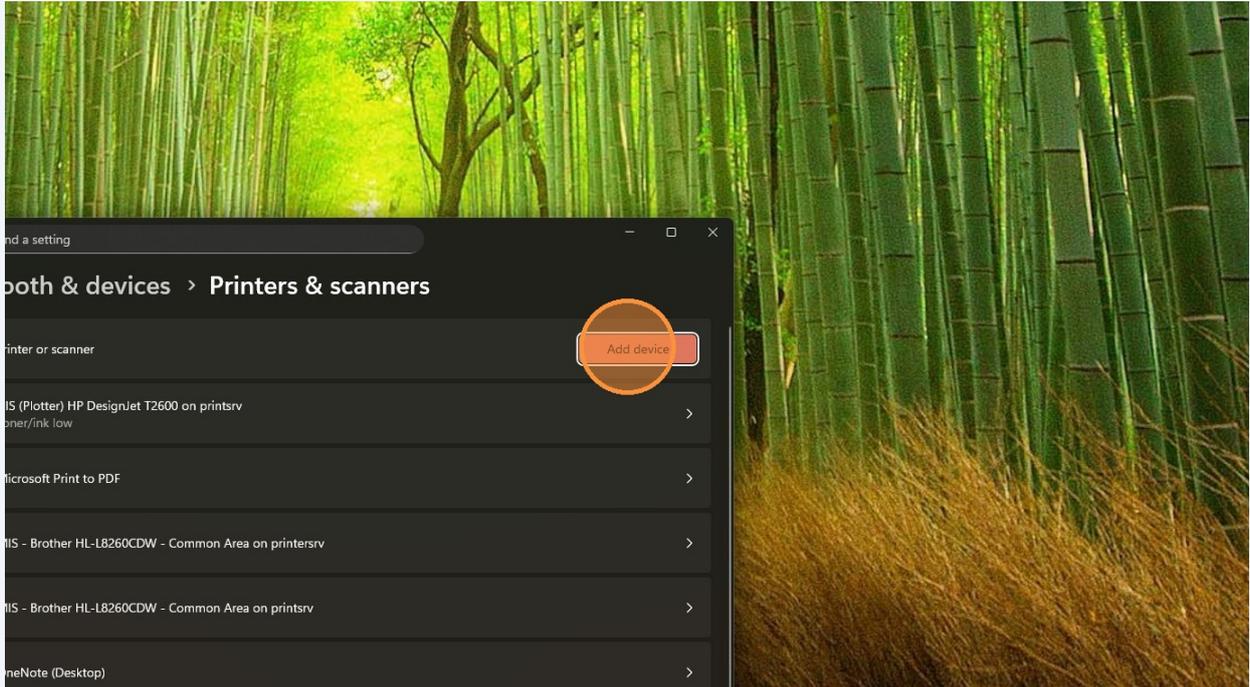
2 Type "printer"



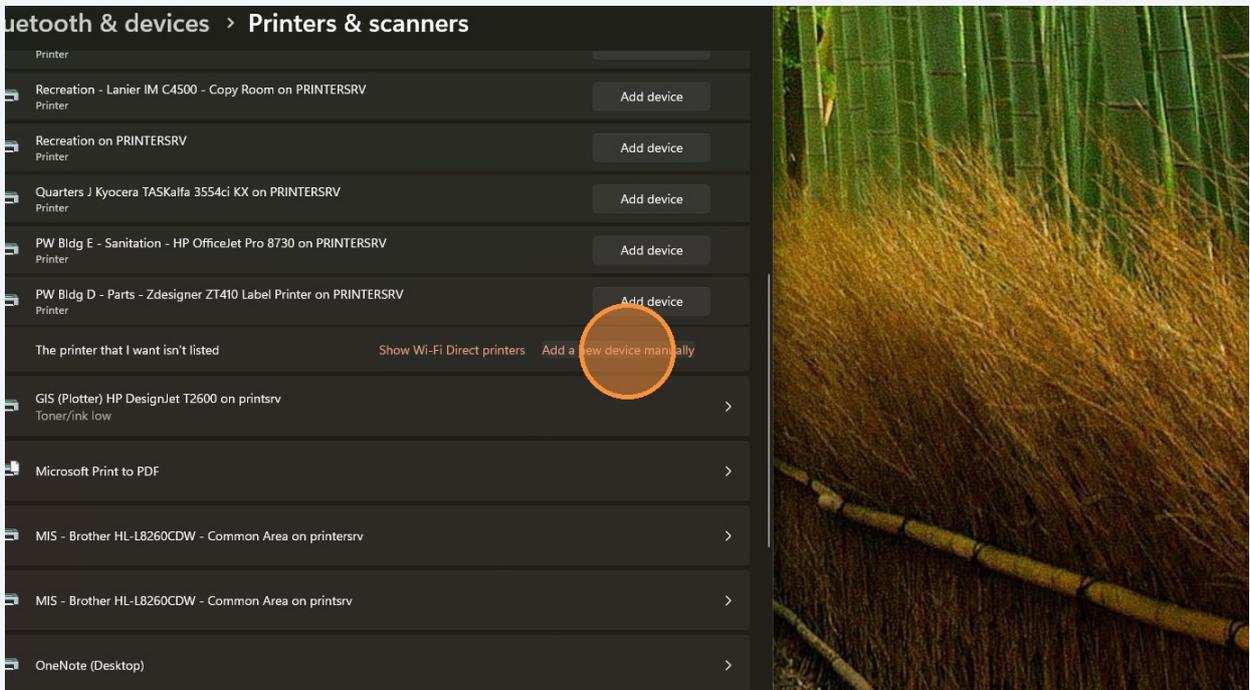
3 Click "Printers & Scanners"



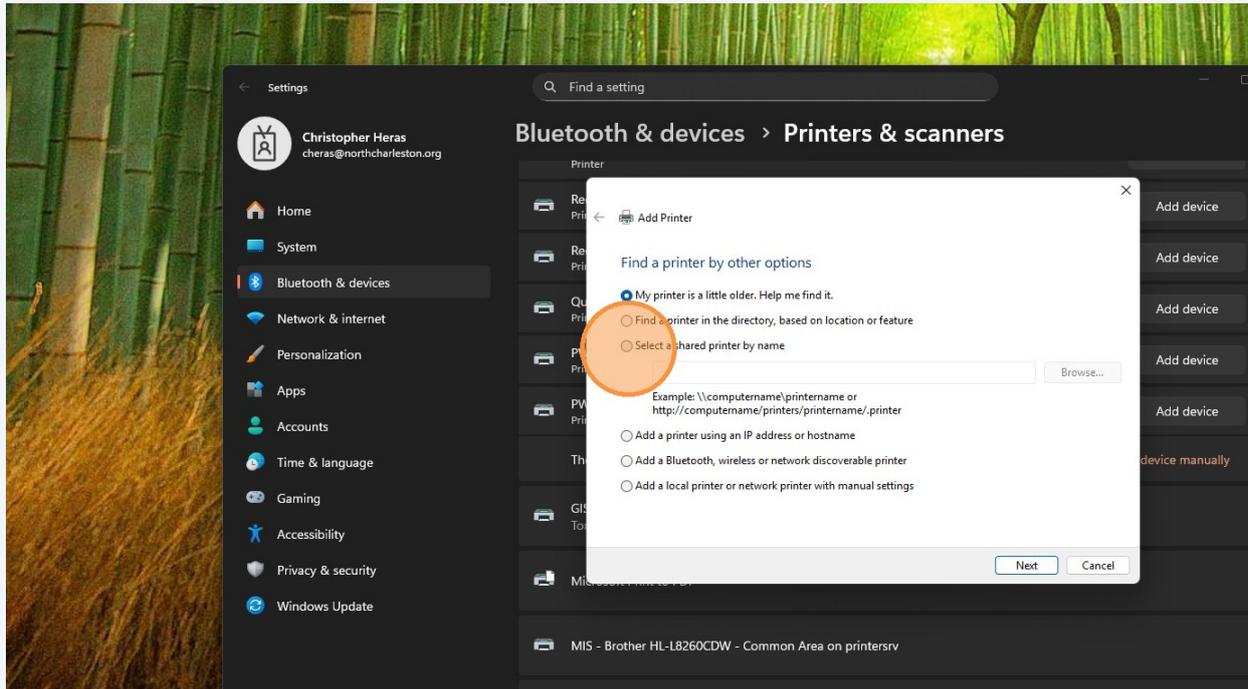
4 Click "Add device"



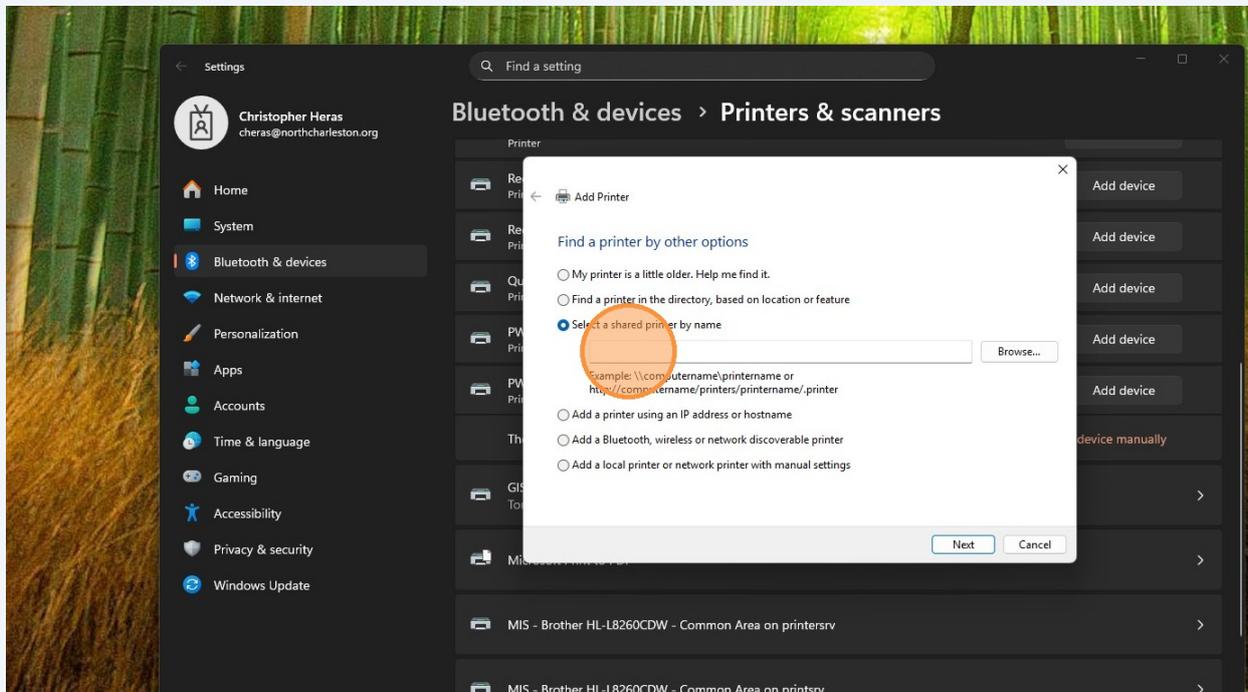
5 Click "Add a new device manually"



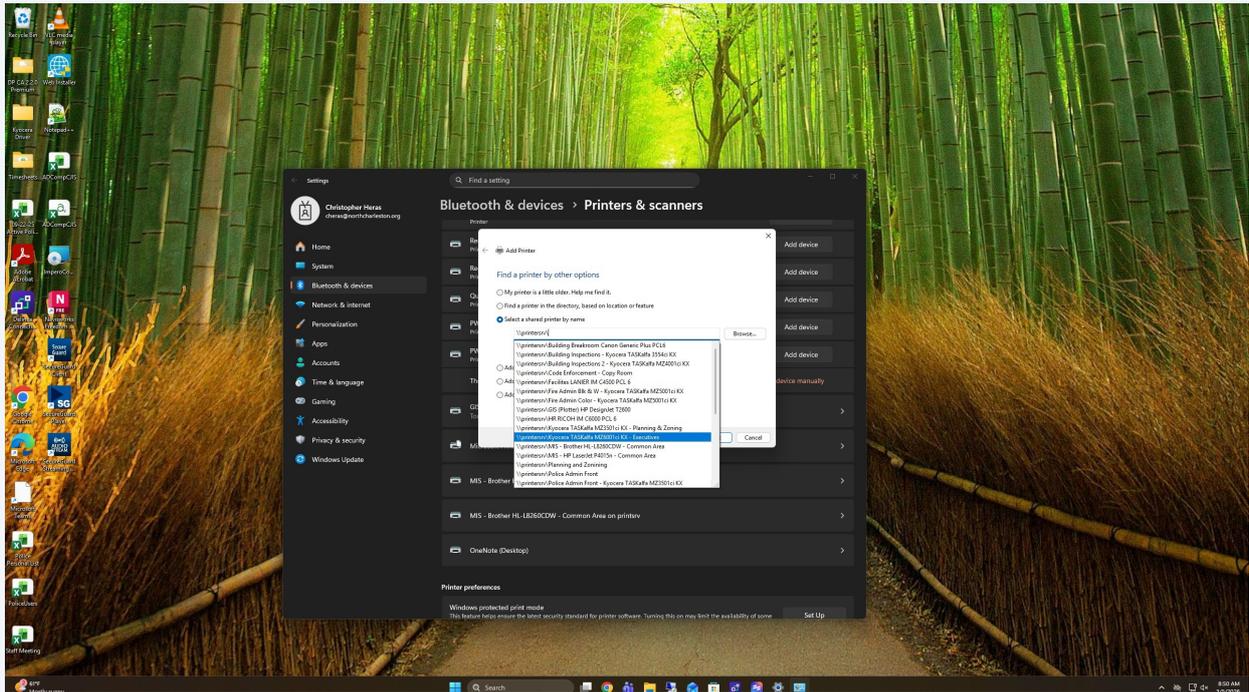
6 Click "Select a shared printer by name"



7 Click here



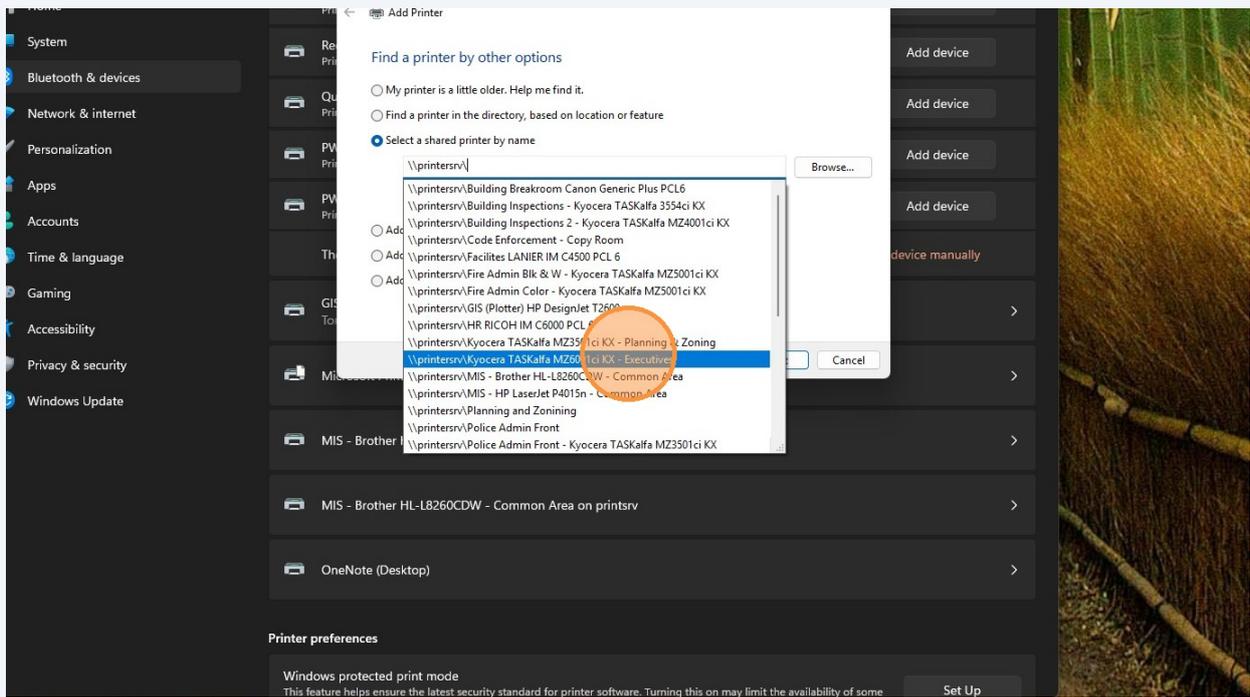
8 Type "\\printersrv\"



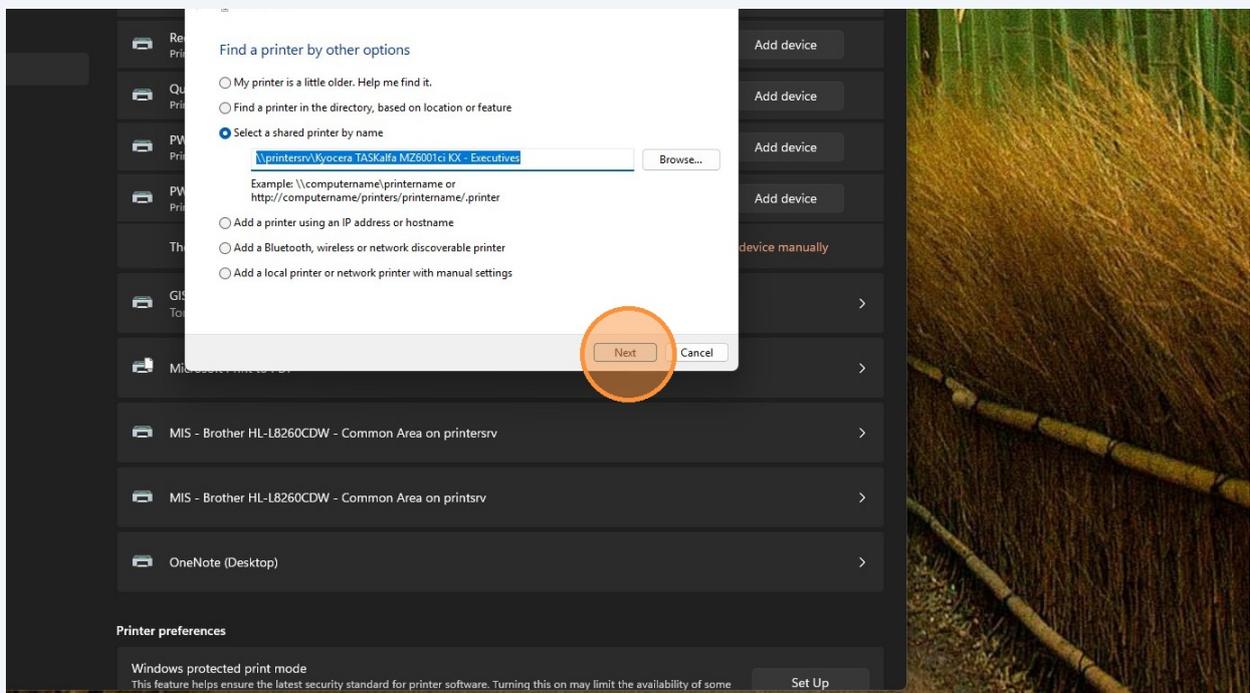
Tip!

Printers are normally labeled with the name of the department they are in. In this instance, we are connecting to the printer in the Executive area

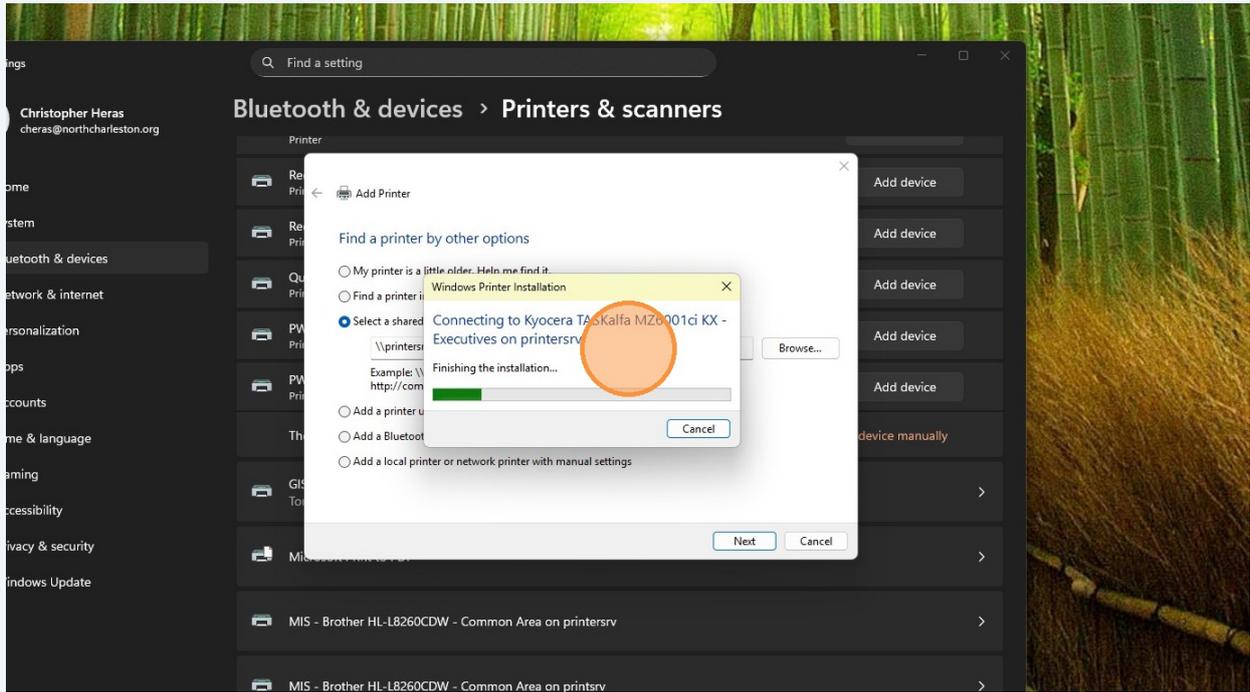
9 Find the printer you are trying to connect to



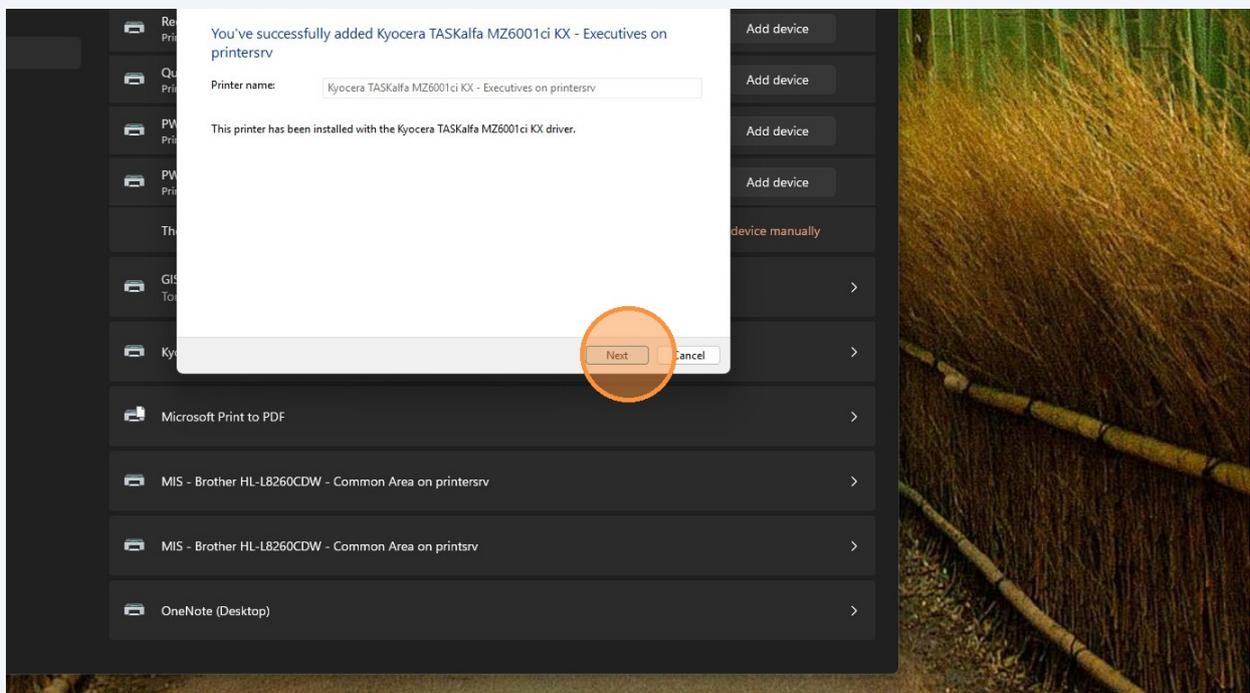
10 Click "Next"



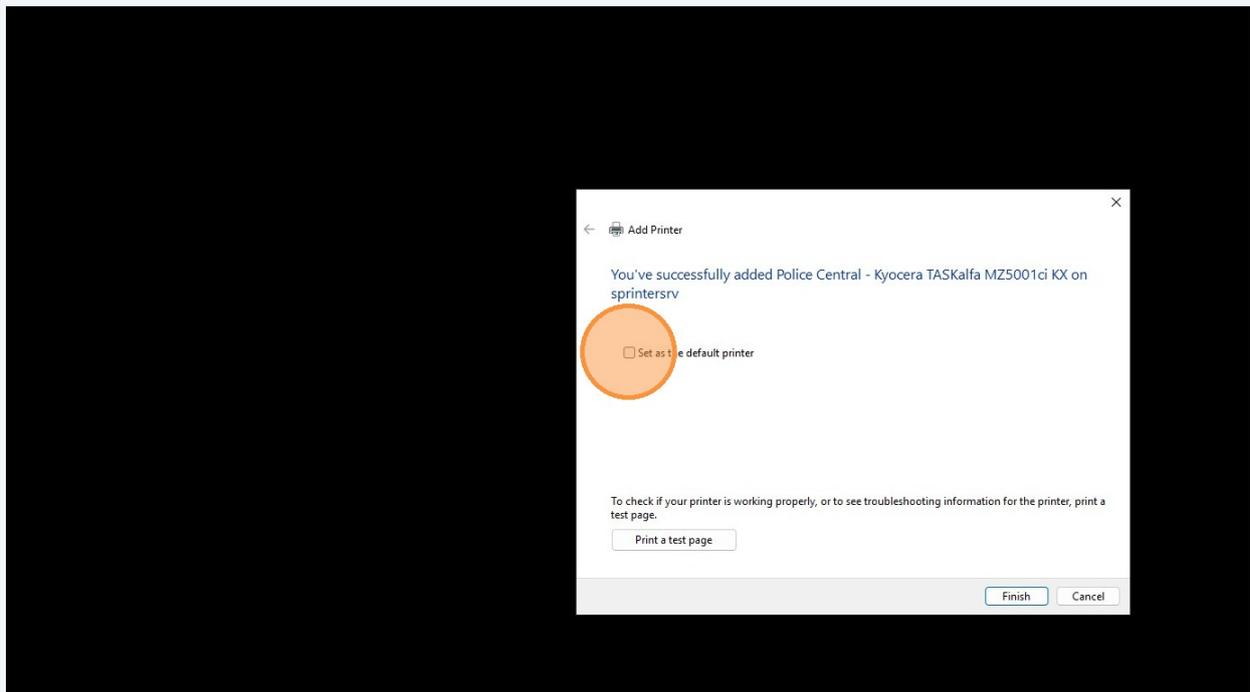
11 Let the installation download and finish



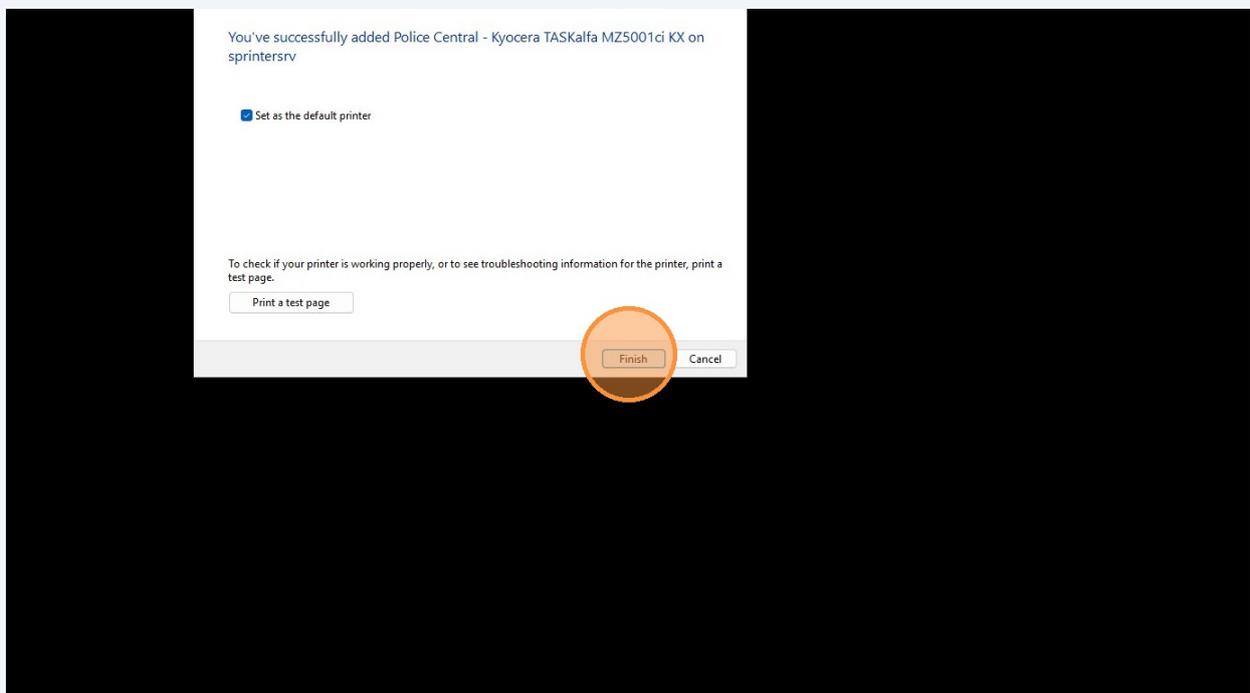
12 Click "Next"



13 Click "Set as the default printer" if you wish for this printer to be the main printer



14 Click "Finish"

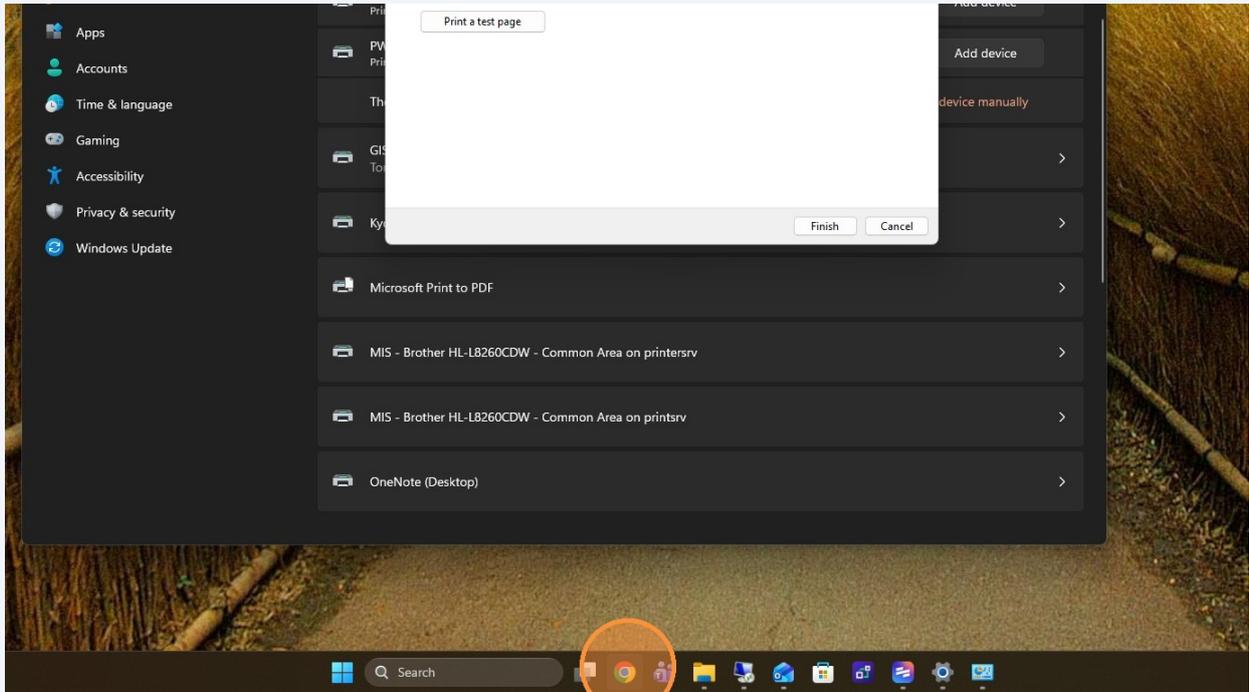


15

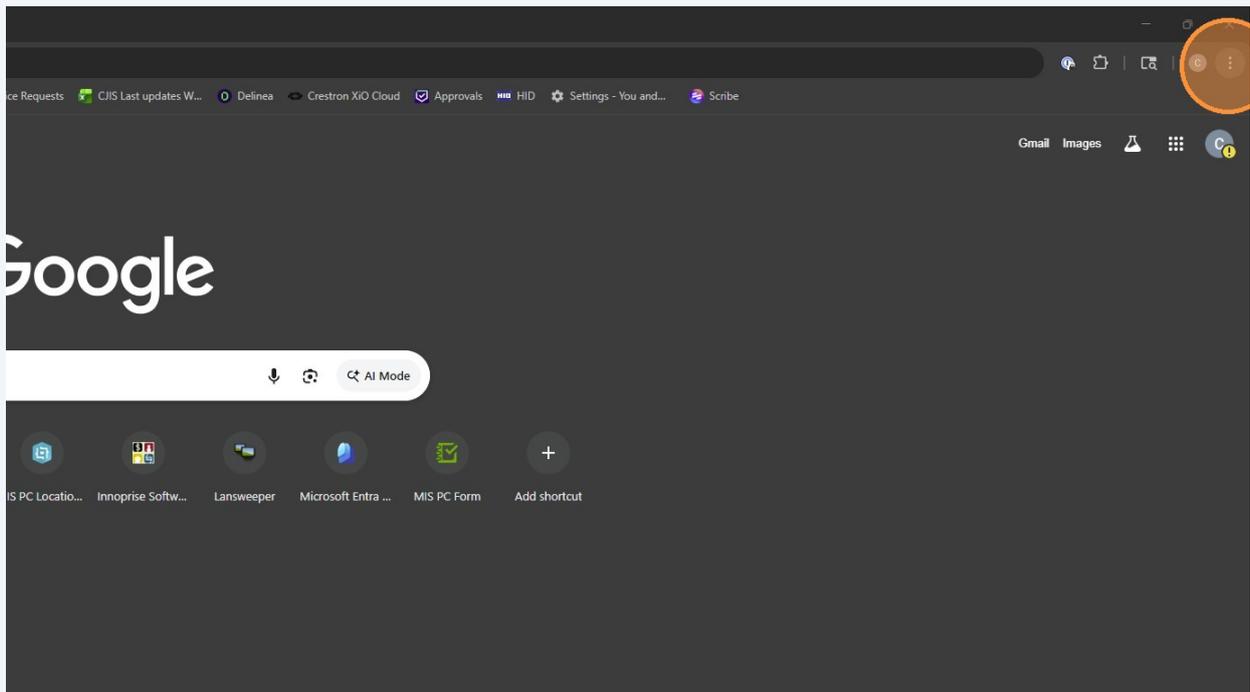
Unfortunately on Google Chrome, occasionally the browser does not see the changes you've made. Follow these steps in order to print to the device through the browser

16

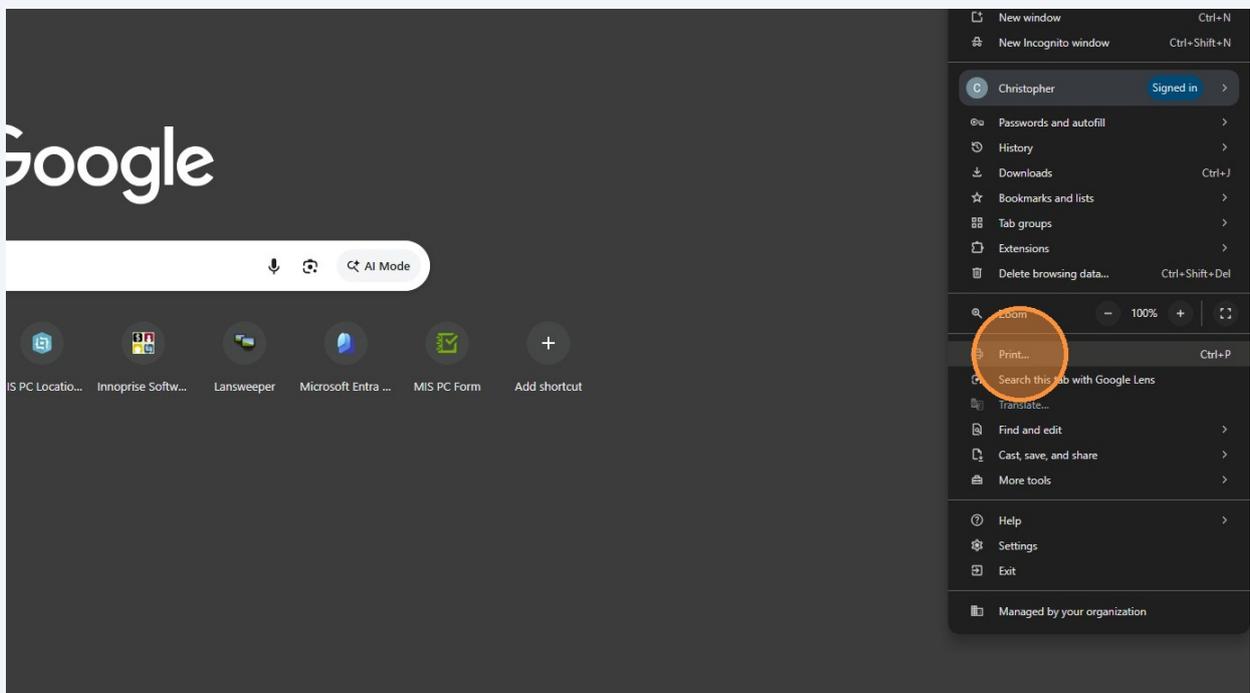
Open Google Chrome



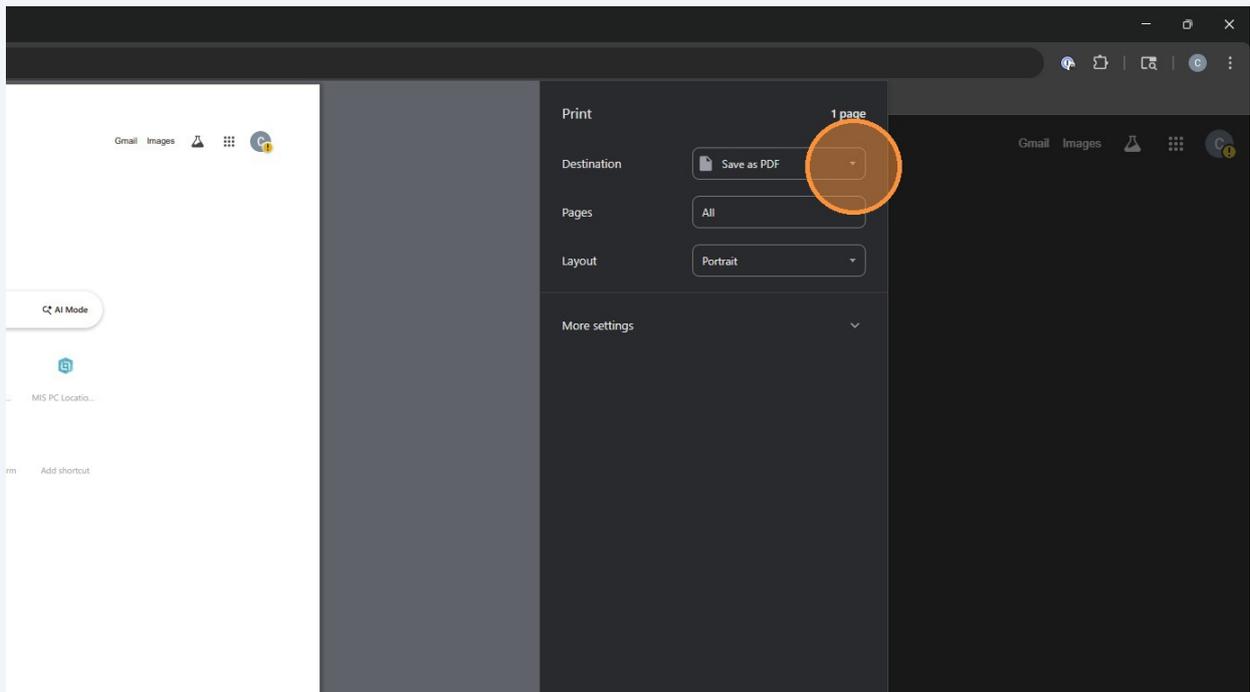
17 Click on the 3 vertical dots in the top right corner



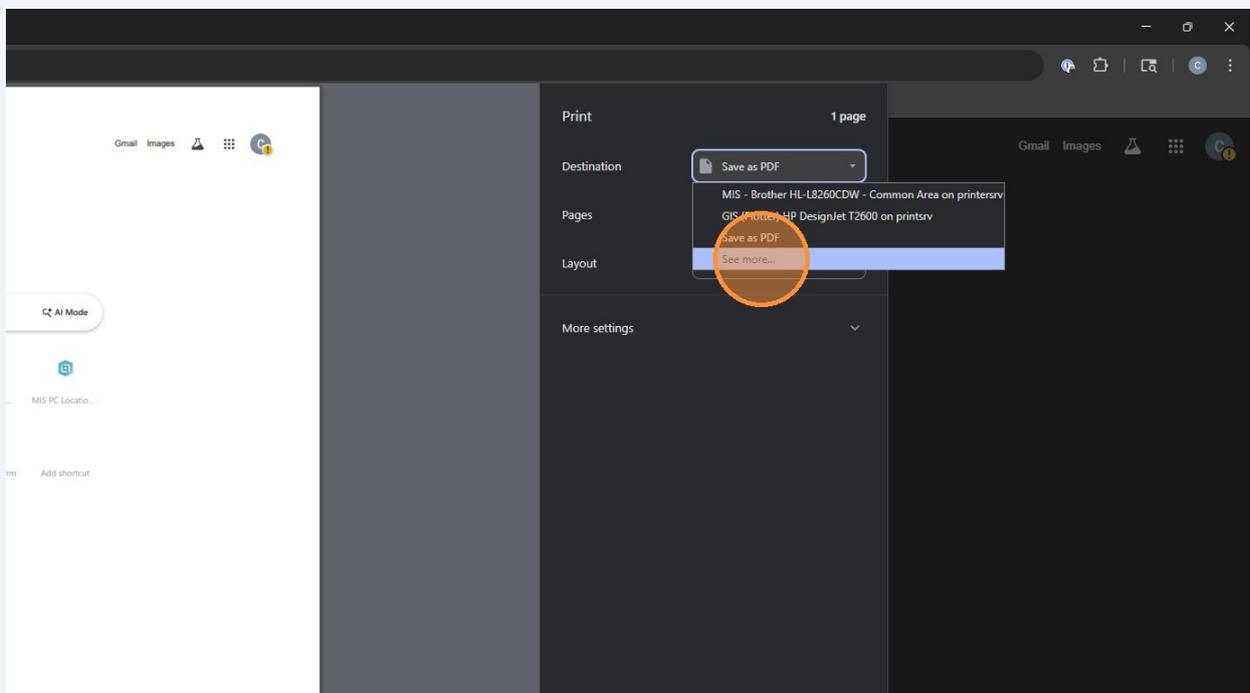
18 Click "Print"



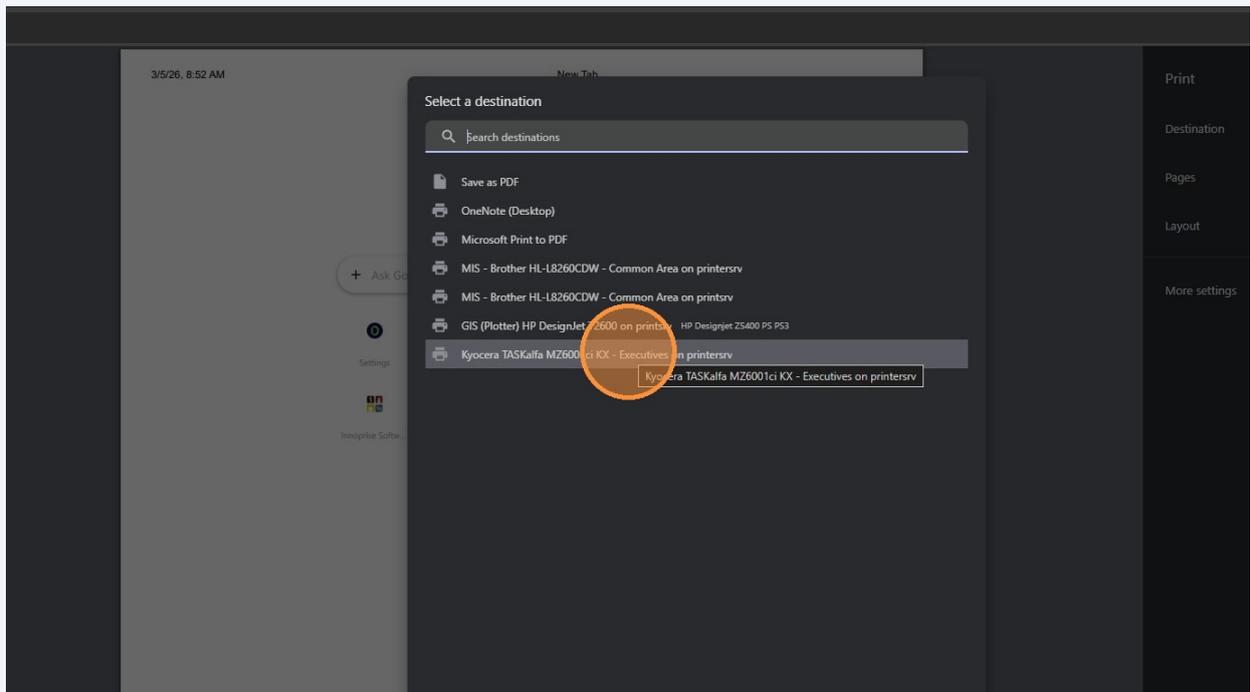
19 In the "Destination" section, click on the drop down arrow



20 Click "See more..."



21 Here you will see the printer we've added



22 After selecting the printer, the printer should now appear in the Destination section.