Section 2: Adding a Printer

Important to Note: This section must be completed by you on every machine you want to print from. Printers are added to the user profile on the machine.

1. Click on the File Explorer Folder icon on the bottom of your taskbar. .

   **Note:** If you do not have the above icon on your taskbar:

   a. **Scroll** to the lower left corner of your desktop.

   b. **Locate** and **click** on the the 'Magnifying Glass' icon on the taskbar.

   c. **Type** in File Explorer and you will see the words appear with the icon → **Scroll** to the words 'File Explorer' as highlighted blue in the below image → **Left-click** on the words 'File Explorer' and the 'File Explorer' window will open.
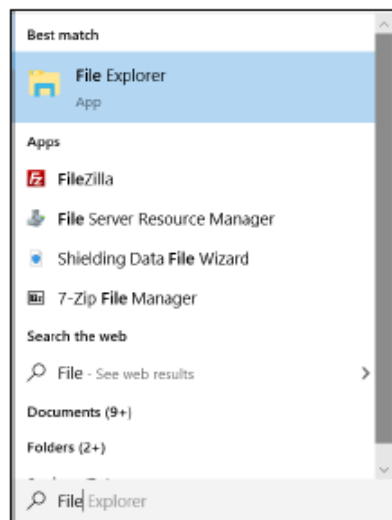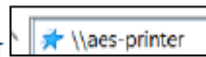

2. Once the File Explorer window is open, **scroll** toward the top of the File Explorer window where there is a star and the words 'Quick Access' appear.
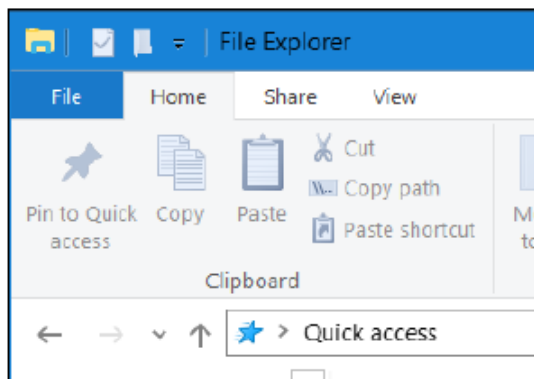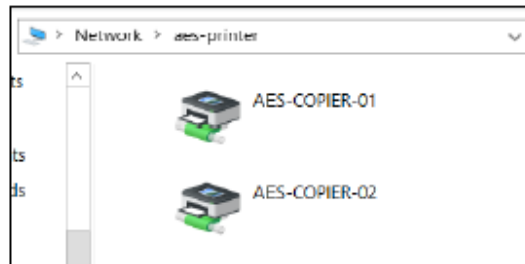
3. **Click** on the 'star icon [star icon] and 'Quick Access will become highlighted. [Quick access]
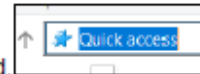
4. **Type** \\aes-printer [★ \\aes-printer] and **click** Enter.

5. A window will open up with all of the printers for your building.

> Network > aes-printer

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6. **Double-click** on the printers you want to add. This will install the necessary software and add the printer to your machine.

7. To **add** printers in other buildings, you will follow Steps 3 through 5 above **EXCEPT** in Step 4, you will need to change to that building's print server as listed below:

- \\aes-printer
- \\mas-printer
- \\hms-printer
- \\sms-printer
- \\shs-printer