PRINTERS

1. Open your Start Menu and select **Printers and Faxes** as shown here:

   ![Start Menu with Printers and Faxes selected](image1.png)

2. Make note of what printers you are attached to on your current system. You may have more than one printer set-up.
   a. Your default printer will be denoted by a checkmark.
   b. Don’t worry about ‘virtual printers’ such as the ‘Microsoft XPS Document Writer.’
   c. Your printers will either be on ‘print1’ or on ‘print2’.
   d. Examples in this picture are: **IT_LASER2 on print1** and **IT_LASER on print2**.

   ![Printers and Faxes window](image2.png)

3. Record this information in a word document titled ‘**Printers**’ and store it on your ‘P’ drive so you can access it from your new computer.
To Connect to Printers on your new computer

1. Open your Start Menu and click on ‘Devices and Printers’

2. Click on ‘Add a printer’
3. Click on ‘Add a network, wireless or Bluetooth printer’

![Add Printer window showing options to add a local printer or a network, wireless or Bluetooth printer.]

4. Click on ‘The printer that I want isn’t listed’

![Add Printer window showing a list of printers and the option ‘The printer that I want isn’t listed’ highlighted.]

Next  Cancel
5. Select ‘Select a shared printer by name’ and enter the name of the printer, for example \print1\IT_LASER2 or \print2\IT_LASER. The computer will assist you by auto-completing your selection. Click ‘Next’.

6. You will see a confirmation screen. Click ‘Next’.
7. On the last screen you can choose to set this printer as your default printer by checking the checkbox, and send a test page by clicking the ‘Print a Test page’ button. Click ‘Finish’, and repeat the process to connect to any additional printers.

If you are having difficulty following these instructions please contact IT Support at 603-897-8469 or itsupport@rivier.edu.