How 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’

4. Click on ‘The printer that I want isn’t listed’
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 897-8469 or itsupport@rivier.edu.