Sometimes the computer you are logged into may not have the printer you wish to use. In this case, it is possible to add the STUDENT-MONO and STUDENT-COLOUR print queues.

To connect to a network printer using Devices and Printers

1. Click on Start button and select Devices and Printers.
2. Click on ‘Add a printer’; this will start the Add Printer Wizard
3. Select ‘Add a network, wireless or Bluetooth printer’ and then click on ‘Next’.
4. Click ‘The printer that I want isn’t listed’ option.
5. Type \print1\ into the ‘Select a shared printer by name’ box.
6. Scroll through the list of printers and select the one you require and click on ‘Next’.
7. You will be given the option to set the printer you have selected to be the default printer. Click ‘Yes’ and then click ‘Next’.
8. You have successfully added a printer. Click on ‘Finish’.

Note: You only need to follow the above steps for each printer you wish to connect to. The printer(s) you have added should now be displayed on the list of printers available from the print dialogue box.