Connecting to a Network Printer (Windows 10):

1. Click the **Start** button.



2. Type **Control Panel**. Click **Control Panel** at the top of the window that pops up.



3. Click **Devices and Printers**.

All Control Panel Items	- 🗆 X	
$\leftarrow \rightarrow \checkmark \uparrow $ \bowtie > Control Panel > A	Search Control Panel	
Adjust your computer's settings		View by: Small icons 🔻
🚰 Administrative Tools	🖬 AutoPlay	🛞 Backup and Restore (Windows 7)
🏘 BitLocker Drive Encryption	💶 Color Management	Credential Manager
🐣 Date and Time	🐻 Default Programs	🔊 Dell Audio
Dell Touchpad	ᡖ Device Manager	Devices and Printers
loge Ease of Access Center	File Explorer Options	le History
✓ Flash Player (32-bit)	A Fonts	🔒 Indexing Options
🖉 Infrared	🕵 Intel® HD Graphics	🔂 Internet Options
🔤 Keyboard	🕘 Mail	🔲 Mouse
辈 Network and Sharing Center	🛄 Phone and Modem	Power Options
Programs and Features	🐼 Recovery	🔗 Region
聴 RemoteApp and Desktop Connections	陀 Security and Maintenance	📢 Sound
🖶 Speech Recognition	🛢 Storage Spaces	🔕 Sync Center
👱 System	🖳 Taskbar and Navigation	📧 Troubleshooting
🍇 User Accounts	🔗 Windows Defender Firewall	🖼 Windows Mobility Center
💾 Windows To Go	Work Folders	

4. Click Add a printer.



5. Click The printer that I want isn't listed.

Add a device			_		×
Choose a c Select a device	device or printer to add t	o this PC			_
S DIF Prin	RECT-30-HP M252 LaserJet nter				
The printer that	t I want isn't listed		Next	Can	cel

6. Click **Select a shared printer by name**. In the field below, type **\\apbrps3** and then the name of the printer you wish to connect to. Most printers on campus are named by their location. Click the correct printer in the list and then click **Next**.

			×
~	🖶 Ad	d Printer	
	Find	a printer by other options	
	() Му	p <u>r</u> inter is a little older. Help me find it.	
	⊙ <u>S</u> ele	ct a shared printer by name	
		\\apbrps3\BrCanonIT B <u>r</u> owse	
		\\apbrps3\BrCanon109	_
		\\apbrps3\BRCanon115	
		\\apbrps3\BrCanon146	
	~ ~ ~	\\apbrps3\BrCanon206	
		\\apbrps3\BrCanonHR	
		\\apbrps3\BrCanonH	
		/å	
		<u>N</u> ext Cance	

7. Wait as the printer connection is established.

Windows Printer Installation		
Connecting to BrCanonIT on apbrps3		
Looking for a driver		
Cancel		

8. Click Next.

			×	
\leftarrow	🖶 Add Printer			
	You've successfully added BrCanonIT on apbrps3			
	<u>P</u> rinter name:	BrCanonIT on apbrps3]	
	This wister has been in	stalled with the Conservation ADV C522575240 UEB II deiters		
	This printer has been in	Istalled with the Canon IK-ADV C3233/3240 OFK II driver.		
		Canc	el	

9. Click Finish.

		×
÷	Add Printer	
	You've successfully added BrCanonIT on apbrps3	
	To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.	
	<u>Einish</u> Cancel	