Mapping to a Network Printer

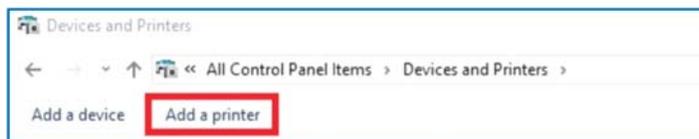## Windows 7

1. Click on the Windows icon in the **"bottom left"** corner.
2. Click on **"Devices and Printers"**
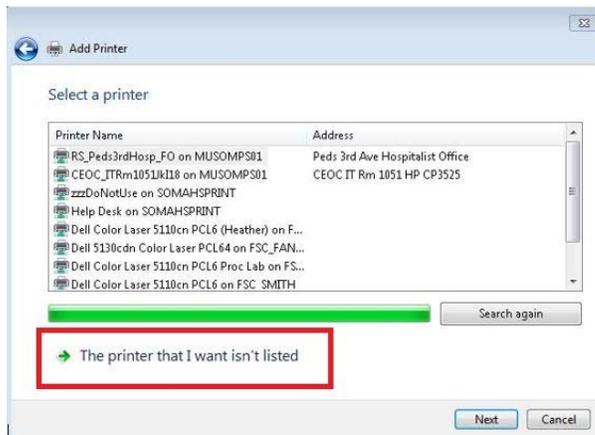
Windows 10

1. In the Taskbar Search Box, search for **"Control Panel"**
2. Click on **"Devices and Printers"** OR

Hardware and Sound
View devices and printers
Add a device

Click on **"Add a printer"**

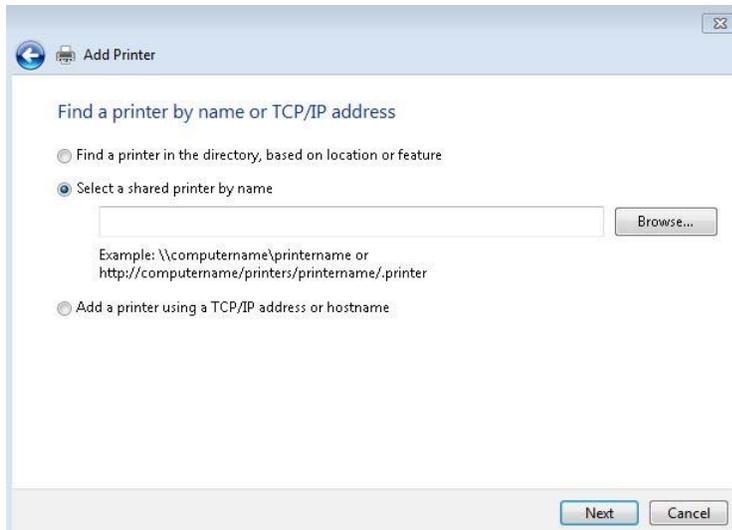On the **"Select a printer"** screen, click on **"The printer I want isn't listed"**

3. On the **"Find a printer by name or TCP/IP address"** screen shown below, choose the option **"Select a shared printer by name"** and type the Print Server name in the text box.
   (Each department will exist on 1 of the 3 Print Server names)

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4. When you type the Print Server name, a list of printers will display in alphabetical order.

   Examples: **Printers in the Medical Center start with: MC_**

   Printers in the Byrd Clinical Center start with: CEOC_

   Printers at Remote Sites start with: RS_

5. After choosing the printer name, click **"Next"** to download the driver and install the printer.

6. You will then be asked if you want the printer to be **"default"**. Then click **"Finish"**

7. You are able to have multiple printers mapped at the same time. Your "default" printer will have a green **"check mark"** on it. To change your default printer, just **"right click"** on the printer name and choose **"Set as Default Printer".**

If you need assistance, please contact the Musom Help Desk.
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