**ADDING A PRINTER**

Complete the following to add a printer to your computer:

1. Navigate to **Start > Search**.

2. Enter `\printserver2` into the Search field.

3. Select the appropriate printer by double-clicking on it. Each printer is named by the Hall name and room location. For example: BH stands for Bonaventure Hall, DS – Duns Scotus, etc.

4. After selecting the printer, a pop-up will appear stating the printer is being connected. This should only take a few moments.

You may receive an additional pop-up message asking ‘Do you trust this printer?’; if that message appears select **Install Driver**.

5. Upon completion of the installation, the following box will appear. Select **Printer > Set As Default Printer**.

Your new printer has been installed.
Removing a Printer
To remove a printer, complete the following:

1. Select Start > Devices and Printers.
2. Under Printers and Faxes, right-click on the printer you would like to remove.
3. Select Remove device.

The printer is now removed from your printing options.