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.
**Programing Copy Codes**

We also need to program the users departmental copy code into the devices. For Sharp printers complete the following:

1. In the printer window, navigate to the **Printer** menu, then select **Properties**.

2. Select **Preferences**.

3. Select the **Job Handling** tab. Make sure the box next to **User Number** is checked and have the user enter their copy code in the accompanying box. Then select **OK**.

The user should now be able to print to the Sharp printer.
**Additional Options**
Auto Job Control checkbox – Verify this is checked for multiple copy codes you may be entering.

Retention checkbox – Verify this is checked if your department uses multiple codes for printing. You will need to confirm the code you are printing against during every print job.

**Enabling Private Printing**
If you would like to enable private printing, complete the following within the Printer Preferences tab:

1. Under **Job Handling**, select the **Retention** checkbox, and the appropriate radio-button (ie: Hold Only, Hold After Print, Sample Print).

2. The check the **Password** box and enter the password.

3. Select **OK** to continue to print.

**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.