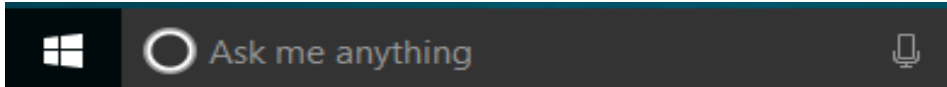
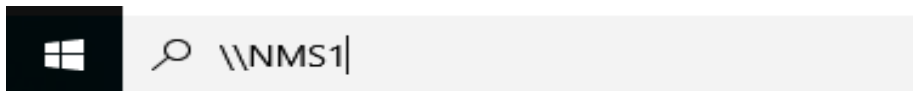


Add a Printer

1. In the lower left hand corner click “Ask me anything”.



2. Type
 - a. \\ and the building's abbreviation followed by a 1.
 - b. For example [\\WHS1](#) [\\EMS1](#) [\\LEE1](#) [\\NOD1](#) [\\IRV1](#) [\\PER1](#)



3. Press Enter
4. Double click the printer you want and wait for the driver to install.
5. The printer window will appear. Click the X in the upper right hand corner to close it.