How to Add a Printer

Campus issued computers - Domain

- Click on the Windows and R key:
  ![Windows R key](image)

- Type ‘\print’; click ‘OK’ or press ‘Enter’

  ![Run dialog box](image)

- This will open a folder with the campus printer.
  - Find the printer you are looking for and double-click the printer.

    ![Folder with printers](image)

    - This will install the driver software and add the printer to your computer.
    - The following window appears when the printer installs successfully:
You can now select this printer from the drop down.

**Computers not issued by Campus – Non Domain**

- Click on the Windows and R key:
  
  ![Windows and R key](image)

- Type `\print`; click `OK` or press `Enter`
- You will be prompted to enter a username and password:
  
  ![Windows Security](image)

- Type your campus email into the user textbox to get on the domain.
  - Example: `username@morrisville.edu`
  - Enter your campus password`
- This will open a folder with the campus printer.
  - Find the printer you are looking for and double-click the printer.
This will install the driver software and add the printer to your computer.

The following window appears when the printer installs successfully:

You can now select this printer from the drop down.