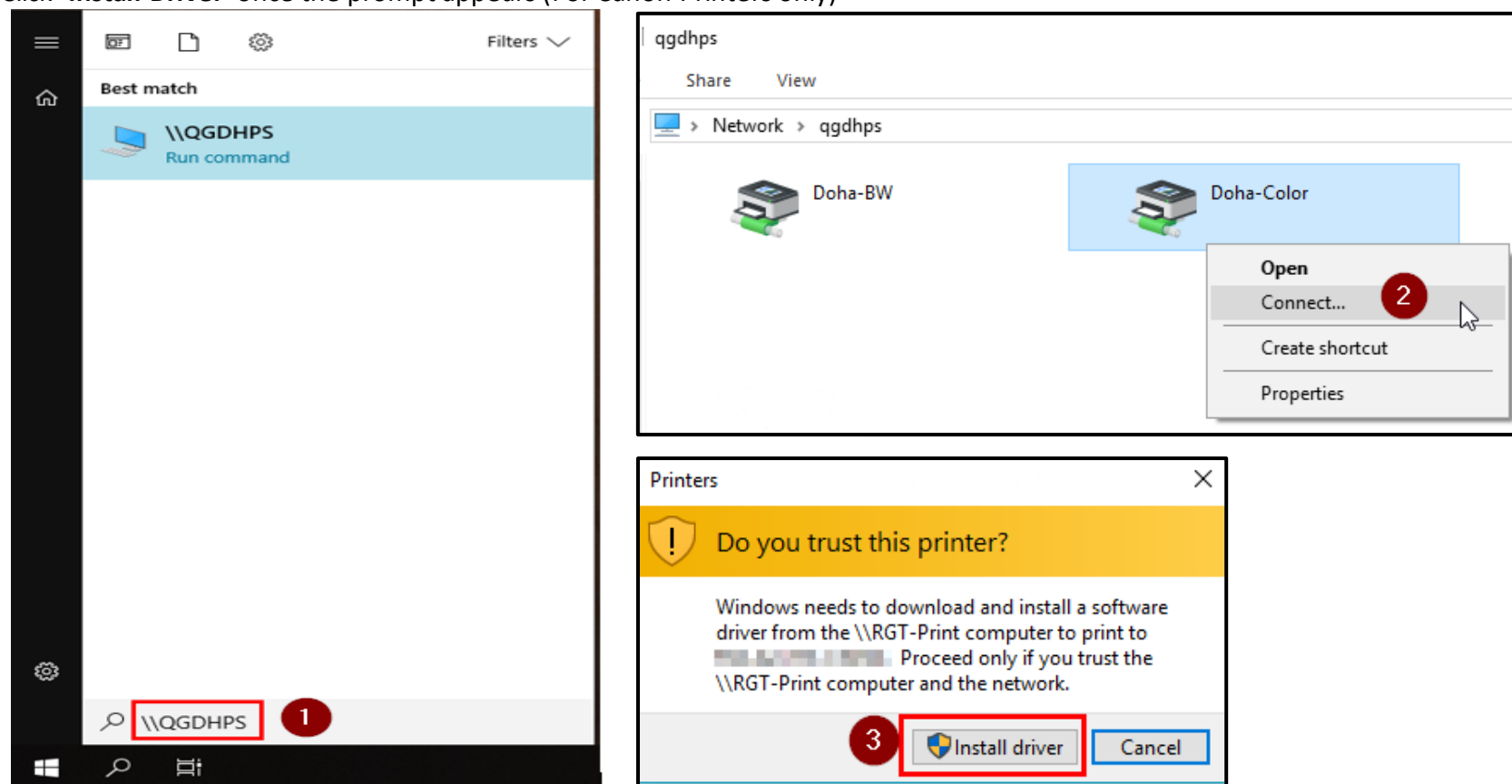# Adding Network Printers

Common network printers are appropriately named based on their location and listed on location specific print servers, as listed below.

Location	Print server address
Canon MFT Printers	
Doha Site: Doha Head Office: Black and White	\\QGDOHPS\DOH-BW
Doha Site: Doha Head Office: Full Color Printing	\\QGDOHPS\DOH-Color
RL North Site (including Al Khor, NFB, Refinery, Port): Black and White	\\QGRLNPS\RL-North-BW
RL North Site (including Al Khor, NFB, Refinery, Port): Full Color Printing	\\QGRLNPS\RL-North-Color
RL South Site (including Barzan, NFA): Black and White	\\QGRLZPS\RL-South-BW
RL South Site (including Barzan, NFA): Full Color Printing	\\QGRLZPS\RL-South-Color
Nashuatec and Other Printers	
Nashuatec Printers:	\\QGMYQPS
Other Printers in Doha	\\QGNTPS
Other Printers in RL North	\\QGHQPS
Other Printers in RL South	\\RLSPS

- To connect to the nearest printer, please choose your location based print server from above list and follow below steps:
  1. Click on '**Start**' and type the Print Server address and hit '**Enter**'.
  2. Right click on the printer and select '**Connect**' to install it in your computer.
  3. Click '**Install Driver**' once the prompt appears (For Canon Printers only)

  4. Once connected, printer will be added to the list of 'Printers & Scanners' in the control panel.

- To set default printer, open Printers & Scanners from Start -> Settings -> Devices, Select the printer and Click on 'Manage' and select 'Set as default'.