Connect to a network printer

**Each user** who logs into this computer will need to connect to a networked laser printer. - This is a one-time procedure for each user.

After a person logs in with their standard PSU account, they need to follow the following procedures:

1. Press the keyboard’s **Windows** key to open the prompt where the user will type \\printers\printer queue name then pressed Enter (or click on OK). (*printer queue name* is replaced with the queue name of the printer you wish to print to.
   1. Example: \\printers\huiblj)

This loads the printer drivers the queue name you selected.

1. If you wanted to connect to another network printer in your department follow the same procedure as described above. If you add multiple printers, ensure you know which one you are printing to when printing.

- Done

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