



- 01 Press **Windows + R** simultaneously on your keyboard.
- 02 Type “\\gwprint01” in the text field. Then, click on the **OK** button.
- 03 Search for the printer you want to add. The naming convention for each printer is “PQ[Building Name Abbreviation][Room Number].” Double click on the printer you would like to install.
- 04 **Optional:* Set a printer as a default by clicking on **Printer** and then **Set As Default Printer**. Click on **OK** to confirm the changes to the computer.

Open

[Open in new window](#)


[See what's printing](#)

[Set as default printer](#)

[Printing preferences](#)

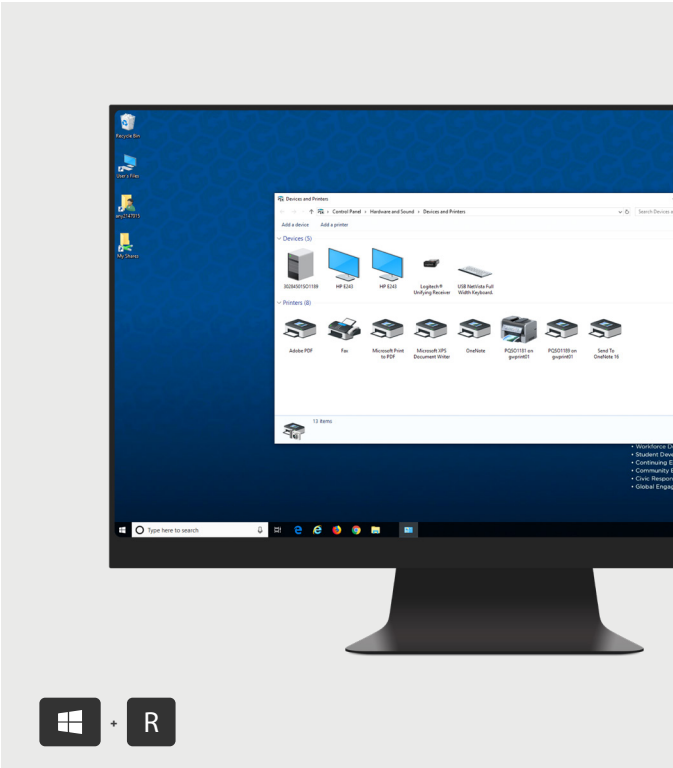
[Printer properties](#)

[Create shortcut](#)

 [Remove device](#)

[Troubleshoot](#)

[Properties](#)



PRINTER SETTINGS

- 01 Press **Windows + R** simultaneously on your keyboard.
- 02 Type “**control printers**” in the text field. Then, click on the **OK** button.
- 03 Using your mouse, right click on the printer. The settings options will be listed. For instance, **Set as Default** or **Remove Device**.