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Adding Printers to Computer and NAXT Profile

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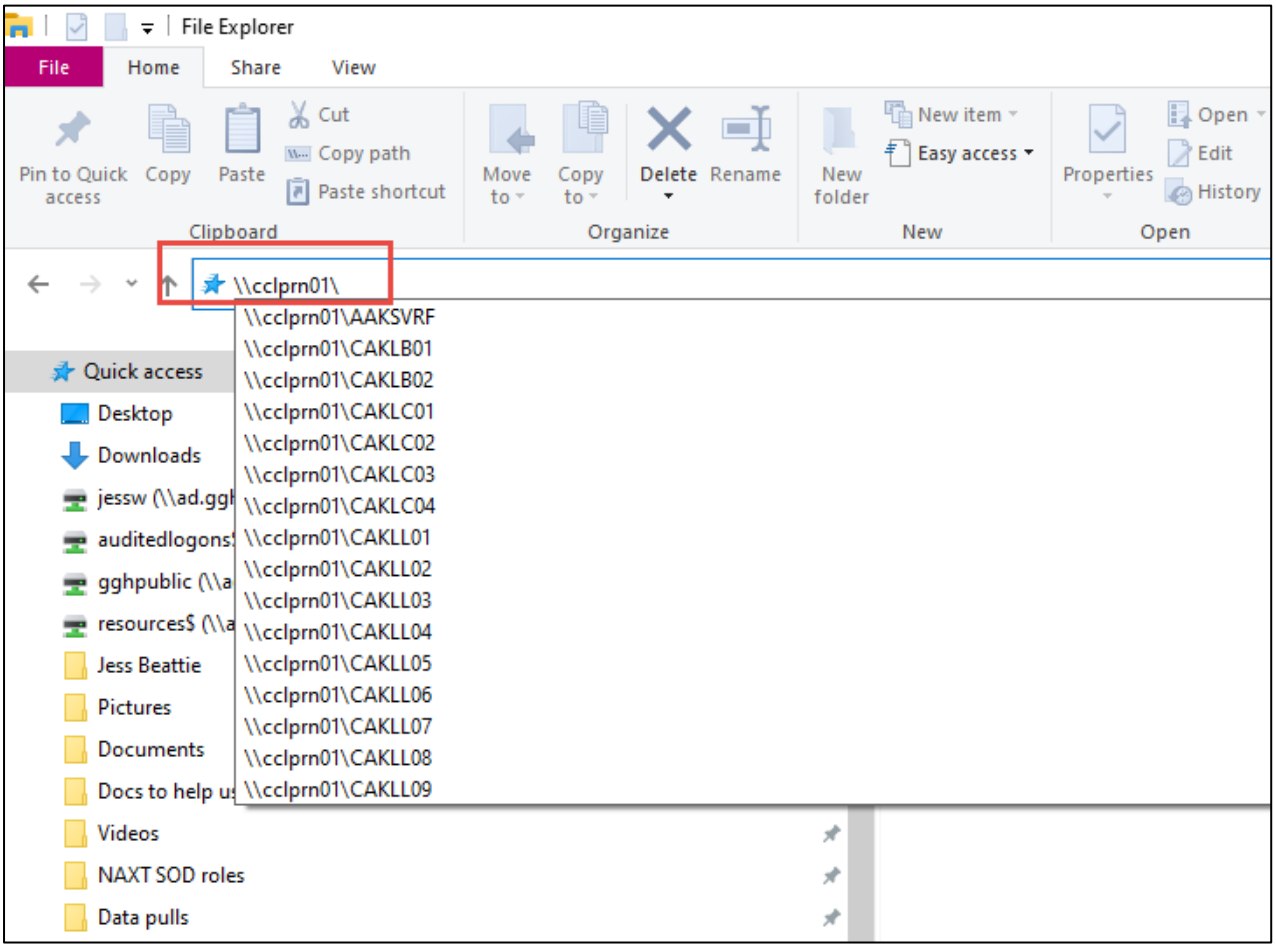
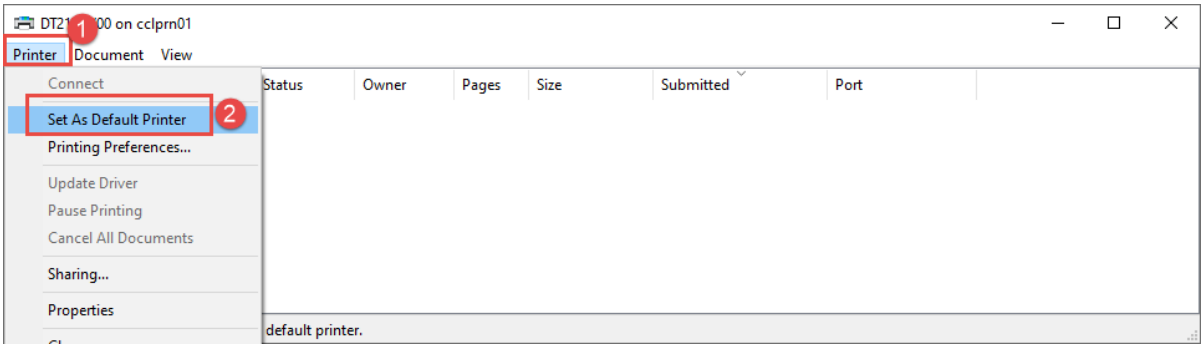
Add Printer to Computer

1. Open a File Explorer window
2. In the address bar, type in \\cclprn01\ then the name of the printer you are after
3. Press enter

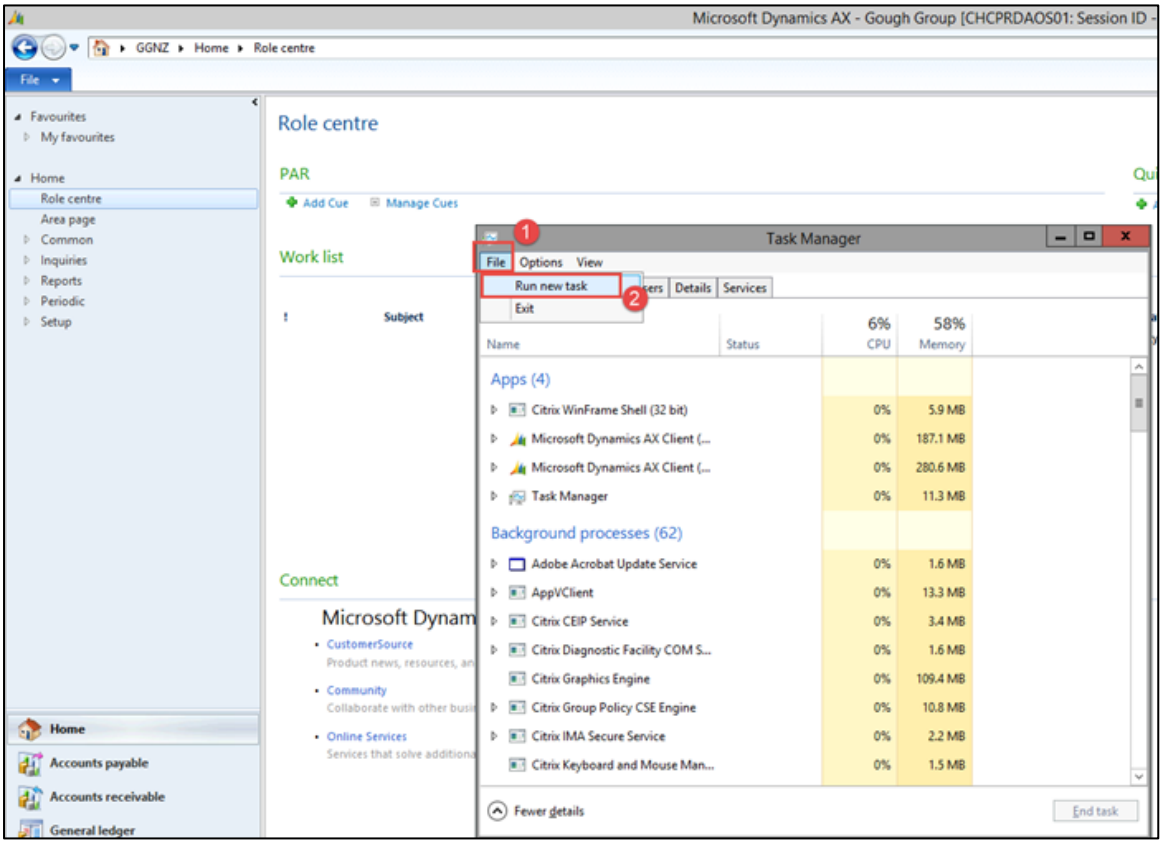


4. Once the printer has installed, this window will open and in here you can set the printer as your default

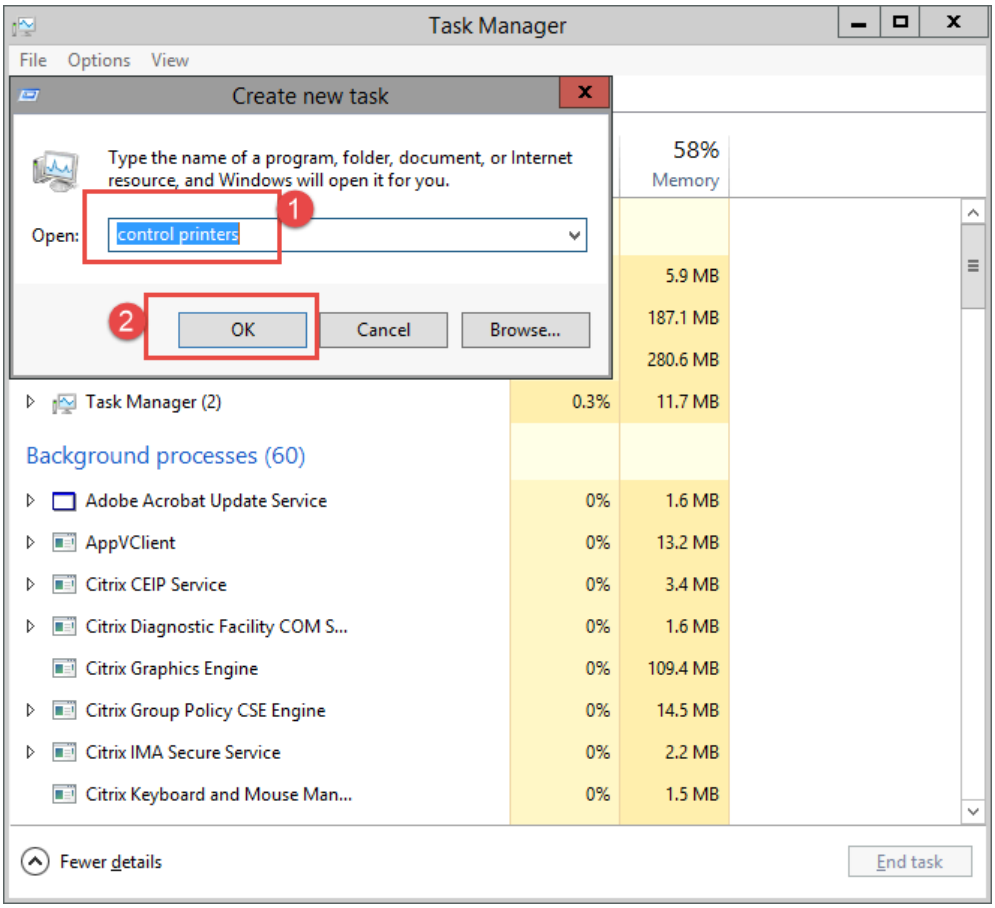


Add Printer to NAXT Profile

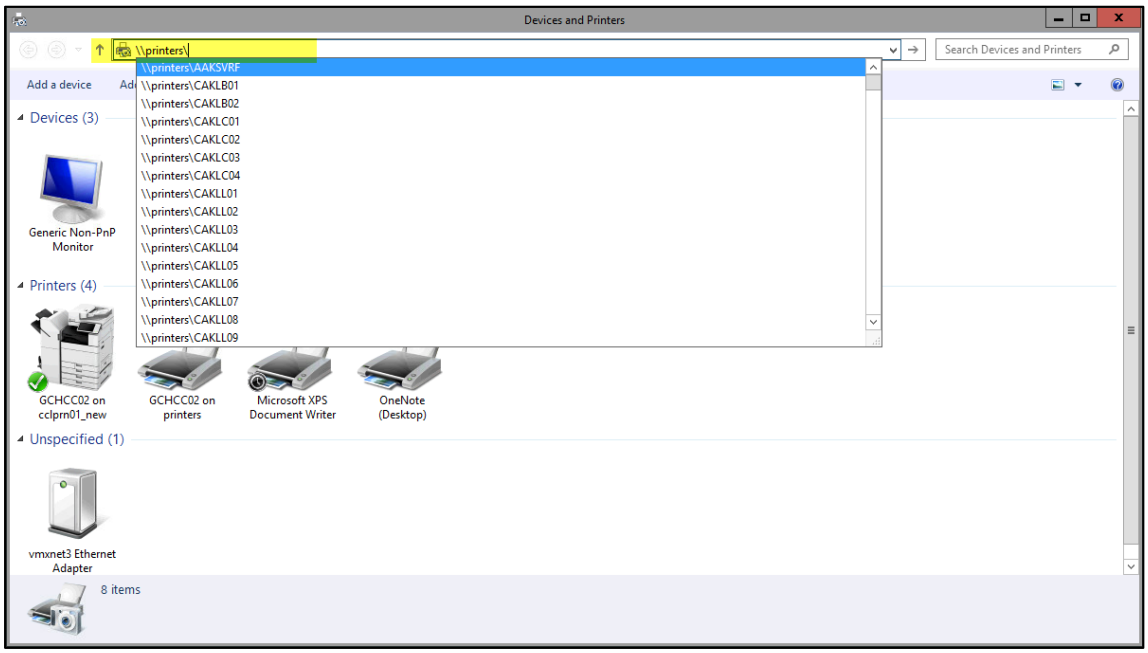
1. Open NAXT
2. Press CTRL F3 on your keyboard > Task Manager window will open
3. File > Run new task



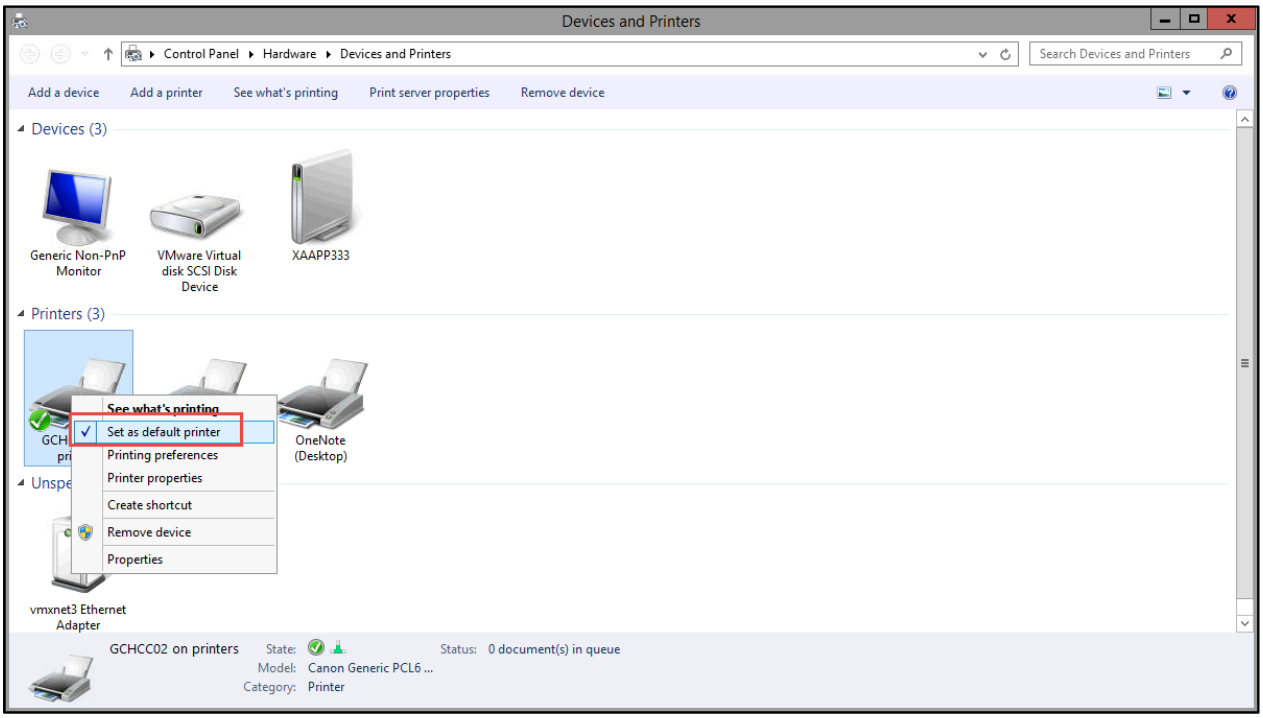
4. Type in **Control Printers** like below
5. Click **OK**



6. In the devices and printers window that opens, in the address bar at the top, type in **\\printers** then the name of the printer you are after
7. Press enter



8. Then to set a printer as your default, right click on the printer and select **Set as default printer**



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