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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

A picture containing table

Description automatically generated​

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

Graphical user interface, text, application

Description automatically generated

# 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

Graphical user interface, application

Description automatically generated​

1. Type in **Control Printers** like below
2. Click **OK**

Graphical user interface, application

Description automatically generated​

1. 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
2. Press enter

Graphical user interface, text, application

Description automatically generated

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

Graphical user interface, text, application, Word

Description automatically generated