



Knowledgebase > Paper, Printing and Copying > How to Connect to a Network Printer on Windows

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## How to Connect to a Network Printer on Windows

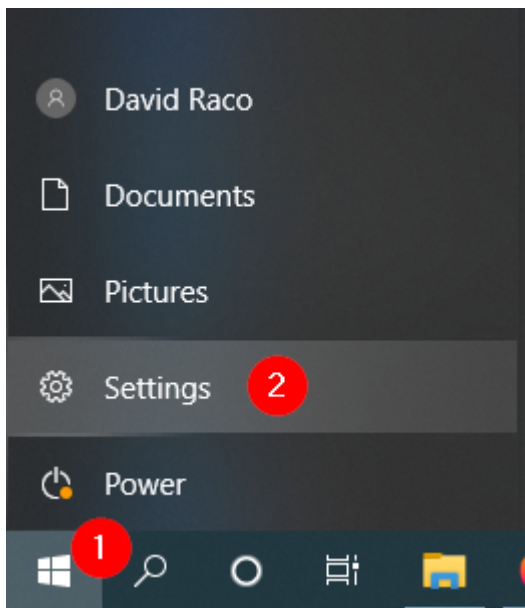
David Raco - 2020-05-14 - Comments (0) - Paper, Printing and Copying

This article will show you how to connect to one of SOU's network printers from Windows. These instructions will only work on SOU Windows computers, including our remote desktop environments. You should only connect to network printers associated with your own department. All print jobs on our campus are audited, so if you print to other departments' printers, expect to be charged for those print jobs.

As always, if you need assistance, contact your [Computing Coordinator](#).

### Step 1 - Bring up Settings

Click your **Start Menu**, then click on **Settings**.

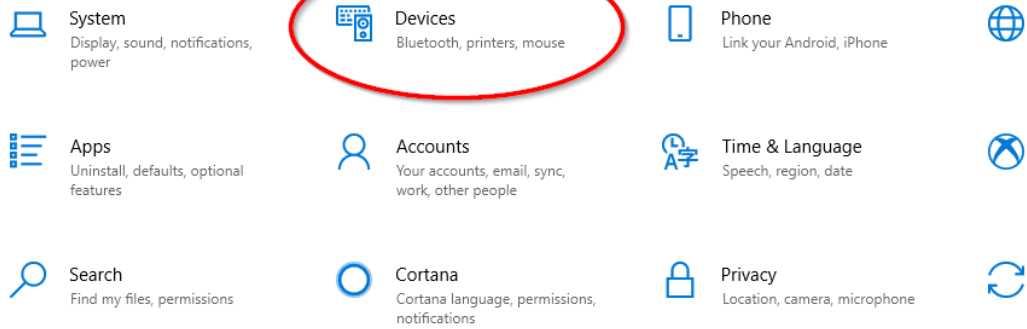


### Step 2 - Select Devices

It is one of the top-row options, right next to System.

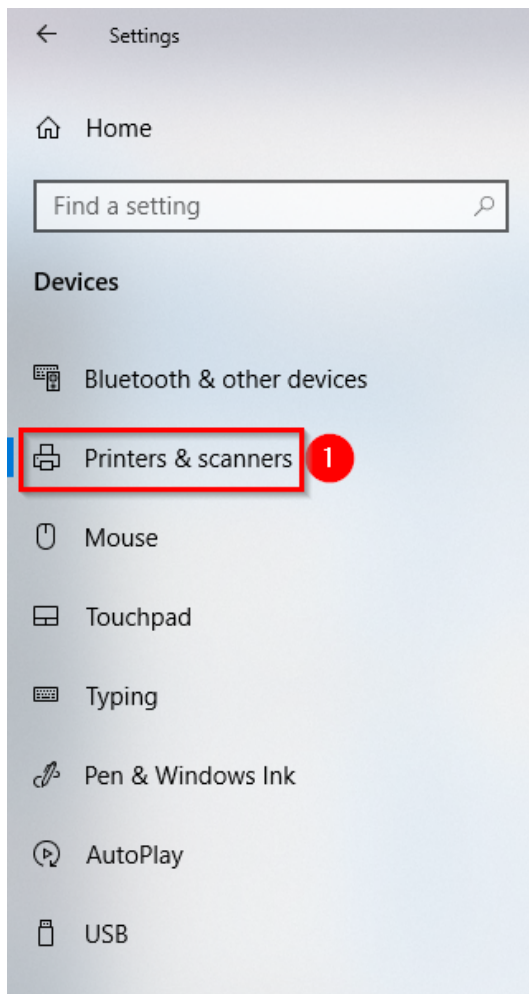
## Windows Settings

Find a setting



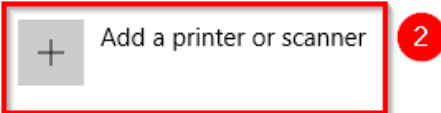
### Step 3 - Add a Printer

In the side menu, select **Printers & Scanners**, then click on **Add a printer or scanner**. A list of available network printers will appear beneath the button you just clicked. Click on the correct printer entry to install the printer connection, then you're done.



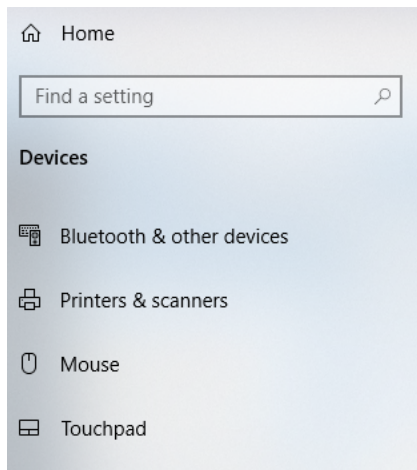
## Printers & scanners

### Add printers & scanners



### Printers & scanners

- Adobe PDF
- Brother PT-E500  
Offline
- Fax
- FSIT-Copy on apprint01v  
Default
- FSMTH-Print2 on apprint01v.home.ad1.sc
- FSSCI-Color on apprint01v.home.ad1.sou.

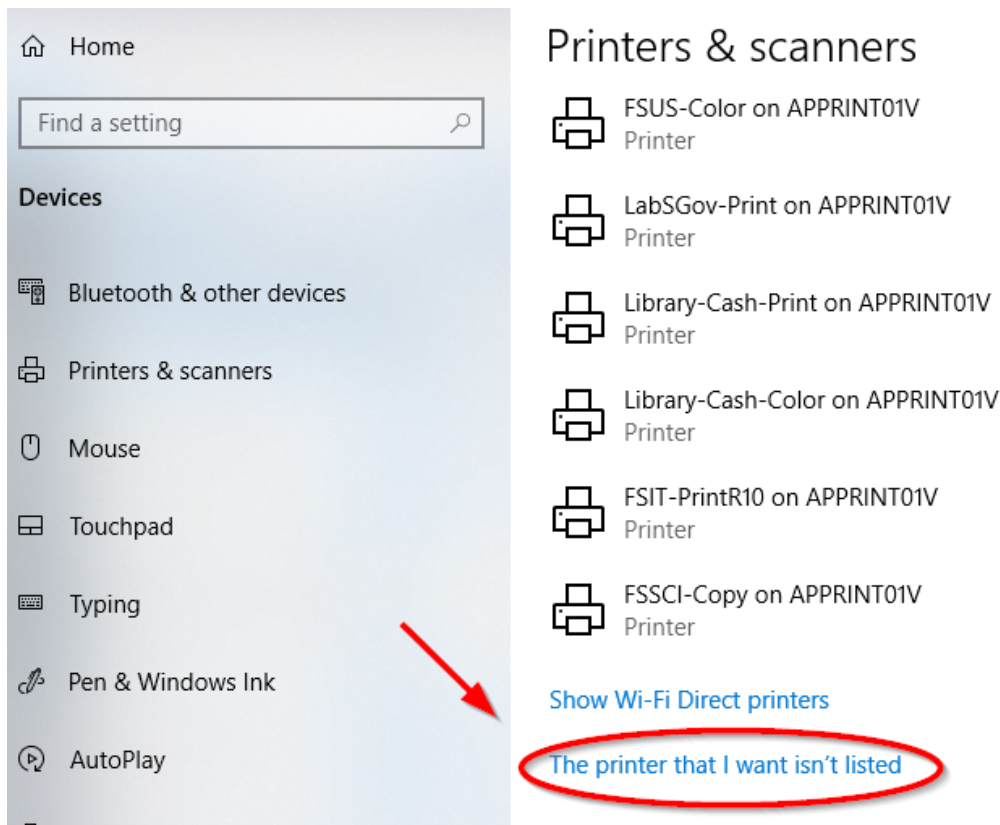


## Printers & scanners

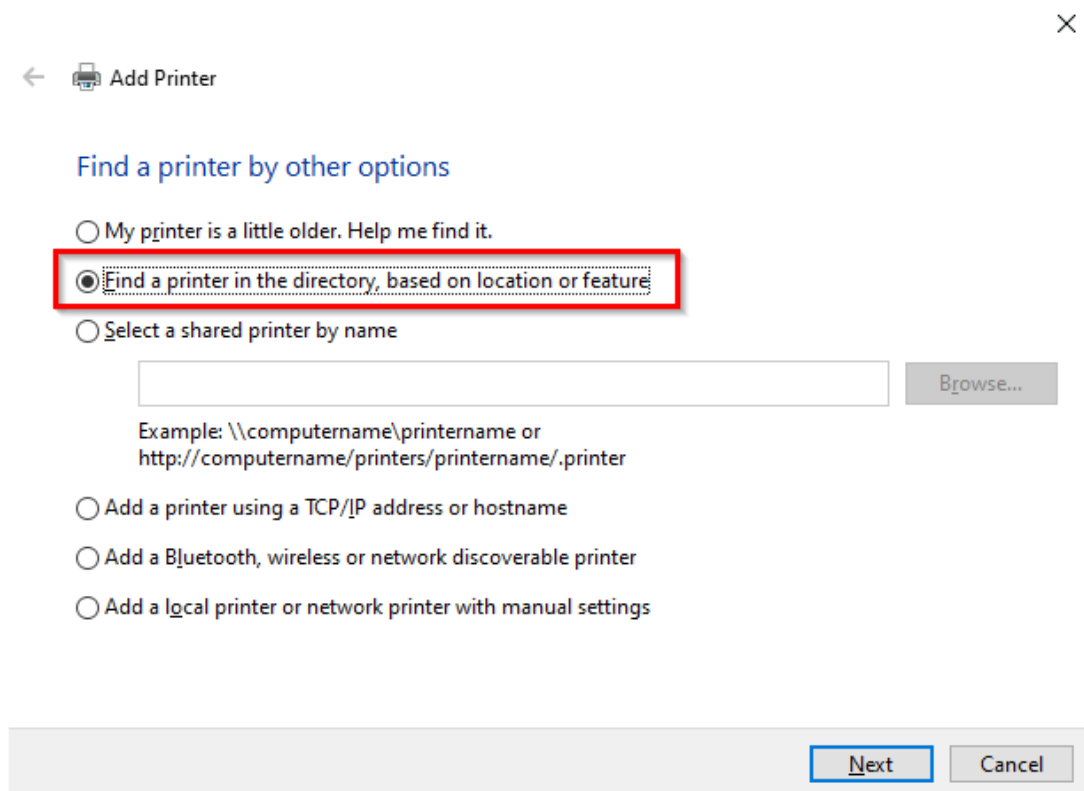
### Add printers & scanners

- Refresh
- LabMUS-Print-Pay on APPRINT01V  
Printer
- FSLIB-Docs-Print on APPRINT01V  
Printer
- Add device

If you don't see the printer come up in the list, scroll all the way to the bottom and click on **The printer that I want isn't listed.**



Select the option to "Find a printer in the directory."



Search for the network printer by name. Enter the name into the Name field, then click Find Now. Find it in the list of results and double-click on its entry to install the printer connection.

Find Printers

File Edit View

In: Entire Directory Browse...

Printers Features Advanced

Name: fsit-copy 1


Location:

Model:

2 Find Now


Stop

Clear All



OK

Search results:

Name	Location	Model
 FSIT-Copy	Computing Services 120	Canon Generic Plus UFR II

3

< 1 item(s) found >