How to Connect to a Network Printer on Windows

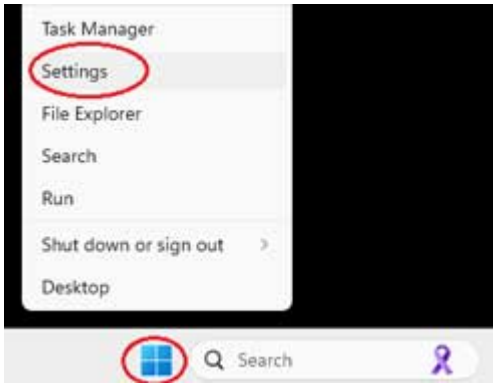
David Raco - 2025-03-26 - Comments (0) - Paper, Printing and Copying

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.

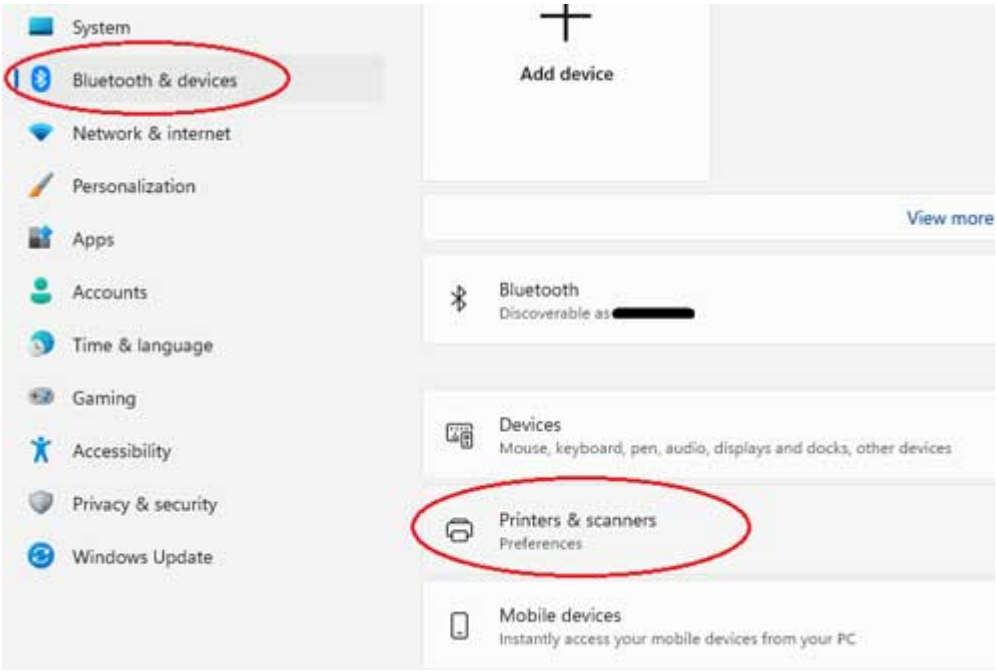
Step 1 - Bring up Settings

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



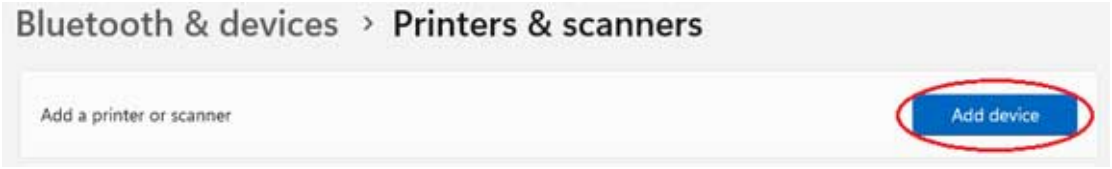
Step 2 - Select Bluetooth & Devices and Printers & Scanners

It is one of the options found on the left of the settings menu. Then click on Printers & Scanners from that menu.



Step 3 - Add a Printer

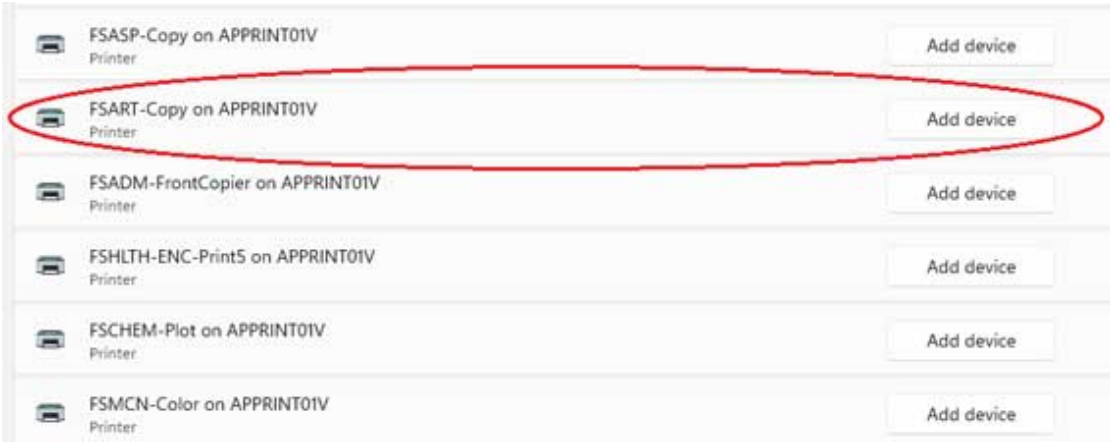
From the next menu you should see an option at the top to Add device.



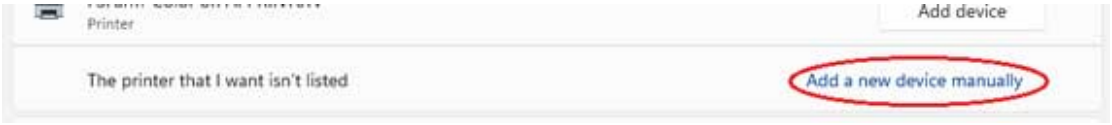
A large list of different network printers should appear. (If they don't it is likely an issue with the computer's network connection, such as the ethernet cable not being plugged in or a lack of internet access.) From that list find the name of your printer and select the **Add device** button on it. The picture below is an example of a network printer and may not have the name of the printer that you are looking for.

Note

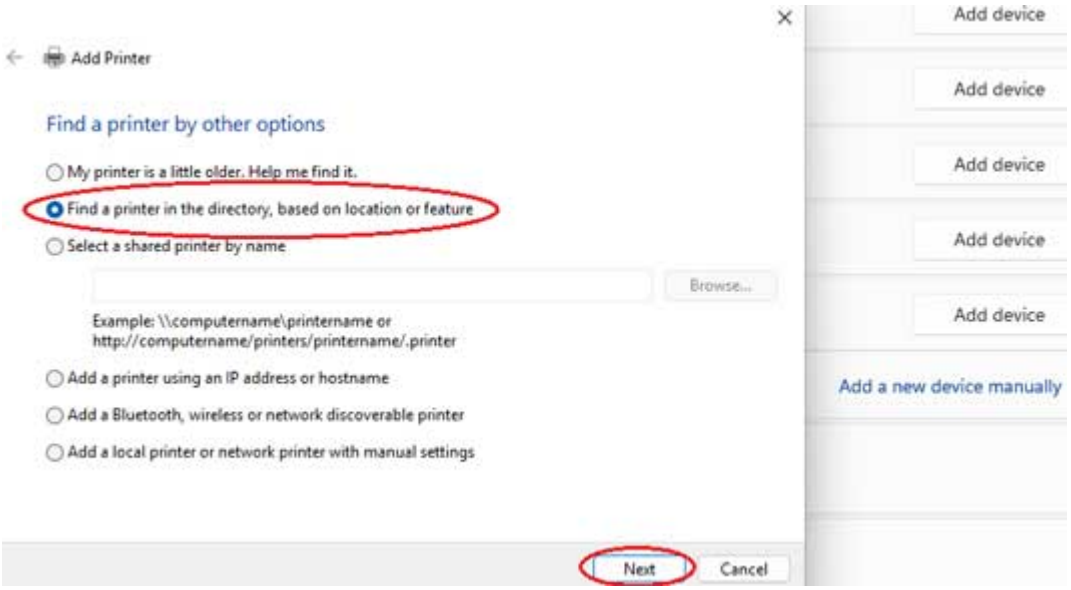
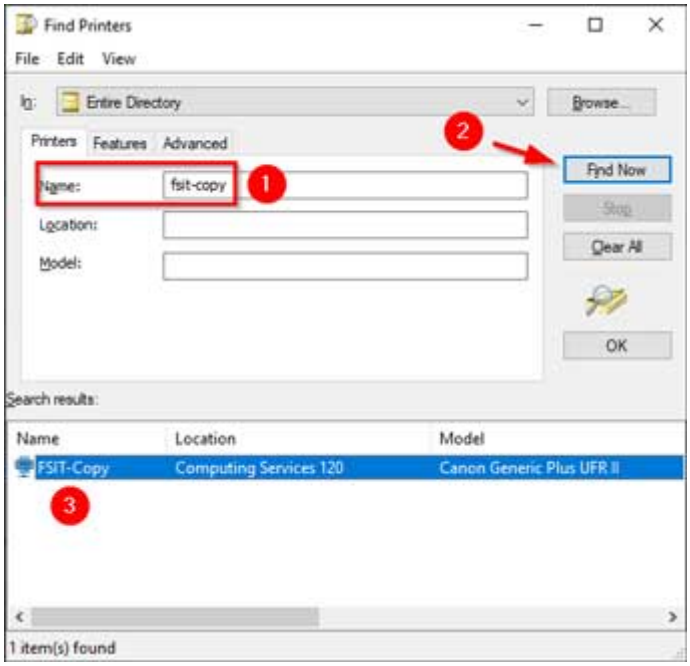
If the list is not something you want to have to search, (it is not ordered alphabetically so it is not an easy thing to accomplish.) You can continue to the next section which will show you how to find it without searching the list.



If you don't see the printer come up in the list, (or don't want to have to search the entire list,) scroll all the way to the bottom and click on **Add a new device manually**.



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. You can also use the sort functions within the search results submenu such as clicking on the name button to sort it alphabetically. If you are struggling to find the network printer you are looking for, you may input less of the exact name and see if it will come up.