

Adding a Networked Printer

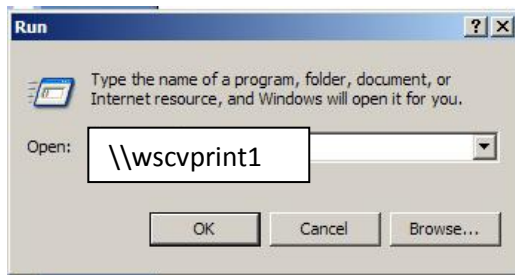
Occasionally, it is necessary to access more than one networked printer. As long you are logged into the Worcester State network and your computer has been joined to the domain (See documentation under the Network Services subheading).

If you need to print to a printer that is located in another department and not set up on your printer list, please utilize the following instructions:

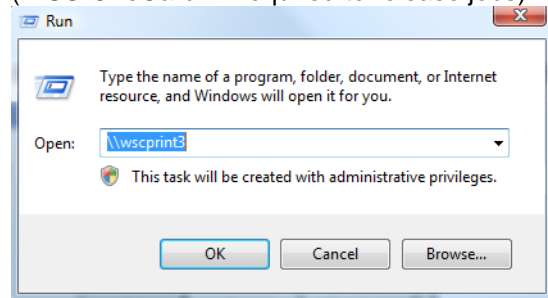
Click the **Start** button and select **Run....**

Using Windows 7, Run can be opened by clicking the 'Windows' key + "R".

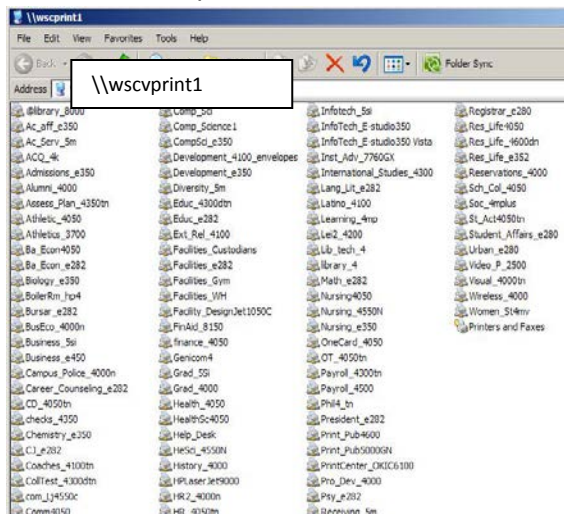
Office Printers:



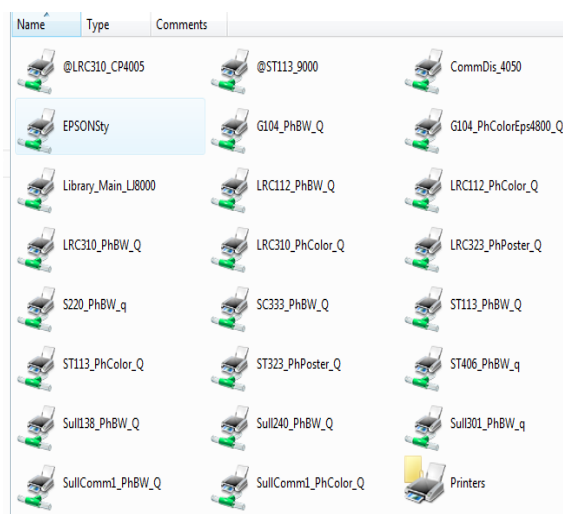
Pharos 'common' printers:
(WSU OneCard ID required to release jobs)



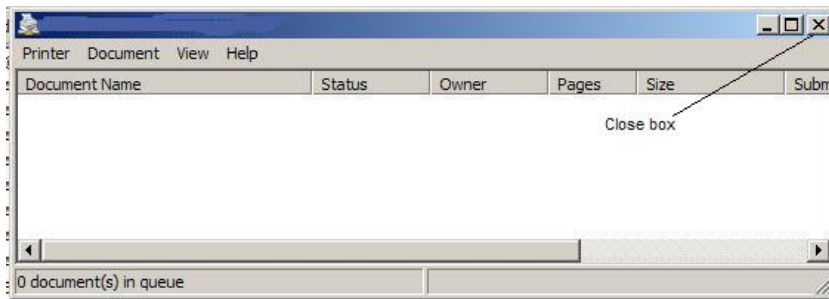
Type [\\wscvprint1](#) [Office Printers] or [\\wscprint3](#) [Pharos 'common' Printers requires WSC OneCard ID to release jobs] in the **Open field** and press **<Enter>** (or click OK) to display the printer drivers for current network printers. Office Printers:



Pharos 'common' Printers:



1. Double-click on the name of the printer you wish to install.

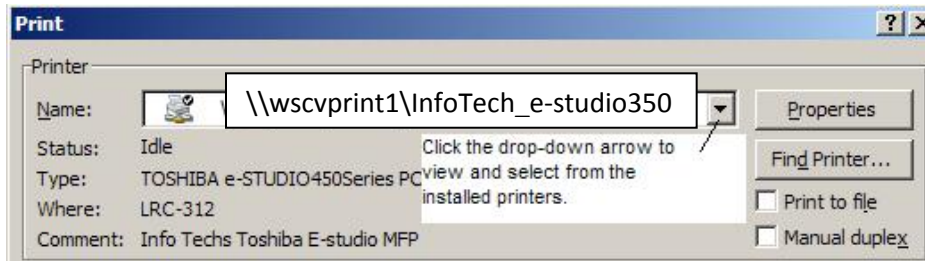


The printer driver is installed and a print queue window for the selected printer displays.

If any documents have been sent to the printer, they will display in the list of documents to be printed.

2. Click the **Close** box to close the window.

The printer can be selected from an application's Print dialog box by using the Printer Name drop-down list.



To change the printer to a new default printer, open the Control Panel (Start>Settings>Control Panel>Printers and Faxes) right-click on the desired printer name, and choose Set as Default Printer.