

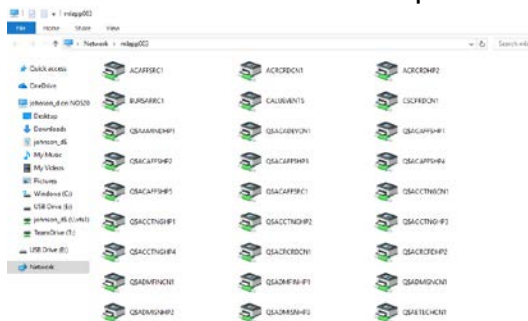


How to add a network printer

1. Type [\MLAPP003](#) in the “type here to search” box on your windows taskbar



2. Press Enter on your keyboard
3. It will then list the network printers on campus alphabetically after the Q\$.



4. Double click on the **PRINTER NAME** you need and it will install onto your computer.

Please note, printers are user specific not machine specific. If someone else logs onto your PC, they won't see that printer unless they have also installed it.

University Technology Services

Email: utechrequests@calu.edu Phone: 724.938.5911 Twitter: @CalUPATech