

## Installing a Shared Printer

Please be aware that if you do not put in a Technology request first, you may not have the proper permissions to do this procedure. This is for departments to install shared printers among themselves. Since supplies are purchased through these areas we ask you do not try to print to any printer that is not from your department. Please use the Xerox printers in the lounge areas.

There are several ways to add a shared printer but here is one.

1. Click the Windows key and type “add printer”.
2. Click on the Plus sign next to the add a printer or scanner area.
3. Find the appropriate shared printer for your department.
4. You should be able to install without issue if you have been assigned the permissions to do so.
5. If you have issues please put in an individual trouble ticket.

