Connecting to Printers in DeWitt Library from Windows Computers

1. From the Start menu, select Devices and Printers. (Alternatively, go to Printers via the Control Panel.)

2. Click Add a printer.
3. Select Add a network, wireless or Bluetooth printer, then click the Next button.

4. In the Select a printer screen, click The printer that I want isn’t listed, then click the Next button.
5. Select the radio button by Select a shared printer by name. In the field, enter one of the following depending on what printer you wish to install:

`\\luke\Library_Copier` -- located on the 1st floor, black/white or color, 1- or 2-sided
`\\luke\Library_2ndFloor` -- located on the 2nd floor, black/white only, 1- or 2-sided
`\\luke\Library_2ndFloor_Color` -- located on the 2nd floor, color only, 1 sided only

When finished, click the Next button.

6. A window will appear, showing the status of the installation. When finished, you will see a confirmation screen. You should be all set to print!