




Adding Printers

1. Go to Start → Devices and Printers
2. Click on “Add a Printer”
3. Select “Add a network, wireless, or Bluetooth printer”

 [Add a network, wireless or Bluetooth printer](#)
Make sure that your computer is connected to the network, or that your Bluetooth or wireless printer is turned on.

4. Click on either UC B-W Printing or LC B-W Printing depending on which campus you are on.

Select a printer

Printer Name	Address
 UC B-W Printing on PRINTSRV01	
 LC B-W Printing on 10SERVER	

5. If you are asked to make it your default, please check the box and click “Finished”