



**Installing an Printer on your  
Windows computer**

- Click on the **Start** Menu at the bottom left corner of your screen.
- In the empty box at the bottom left of the start button menu, type \\printers and then hit enter.
- A list of printers will appear.
- You may add any of the printers that begin with “**PUBLIC**”.
- Find the printer you want to add and double click it.
  - Example: If you’re trying to print to the ITS printer, double click “**PUBLIC\_KOCH\_ITS**”.
- Once the printer box has popped up, your printer has been added. You can close this box.