• Click on the **Start** Menu at the bottom left corner of your screen.

• Click **Run**.

• In the **Run** dialog box, 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.
  
  o 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.