

## Topic: How to add a printer on a Windows Operating System

1. Click on the Windows (Start Button) located in the lower left of your windows screen



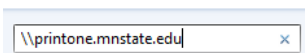
Windows 7



Windows 10


2. In the Search box type the following including the back slashes: \\printone.mnstate.edu and then hit enter

 See more results



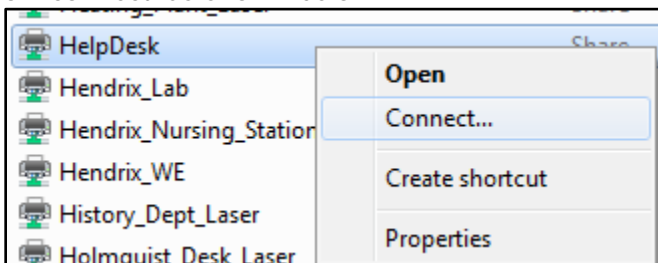
Windows 7



 \\printone.mnstate.edu

Windows 10

3. Depending on various factors it could take a little bit for the window to open, but be patient. Once the printone window opens you will see a listing of all the printers we have on our network. Anything with 'MHD' in front of the name signifies it is a multi-function copy/print device, otherwise they are printers
4. Find the device you would like to install, then right click on that device and then left click on 'connect' as shown below



5. It will take a short moment to install the device, once it is done it will be ready to use.

Some things to note:

1. If your printer was previously added using just the IP address and not through printone it will not work properly and if it hasn't stopped working, it will eventually so you will want to make sure it is added through printone.

2. As long as your computer is joined to our network domain we are automatically pushing down printers for your department. If you do not have something you need we can help get it added
3. You will typically not have access to all the printers on printone, only the ones in your department.
4. You must request access for any student workers you may have, they will not be added unless requested by a staff or faculty member. However, that student will need to be present when we are ready to add the printer to the computer.
5. If there are any printers you no longer need, they can be removed so you do not accidentally try to print to them again, here are the steps to do this
  - a. Click on the Windows (Start Button) located in the lower left of your windows screen



Windows 7



Windows 10

- b. Then go to 'Devices and Printers'
- c. On a printer you no longer would like, right click on it and choose to 'remove the device'
- d. Anything labeled with 'printone.mnstate.edu' at the end of it means it was installed through printone, if it does not have this at the end of the name it is probably an old print driver and can be removed.

## For More Information

Please contact Information Technology Services at [support@mnstate.edu](mailto:support@mnstate.edu) or 218.477.2603 if you have questions about this material.