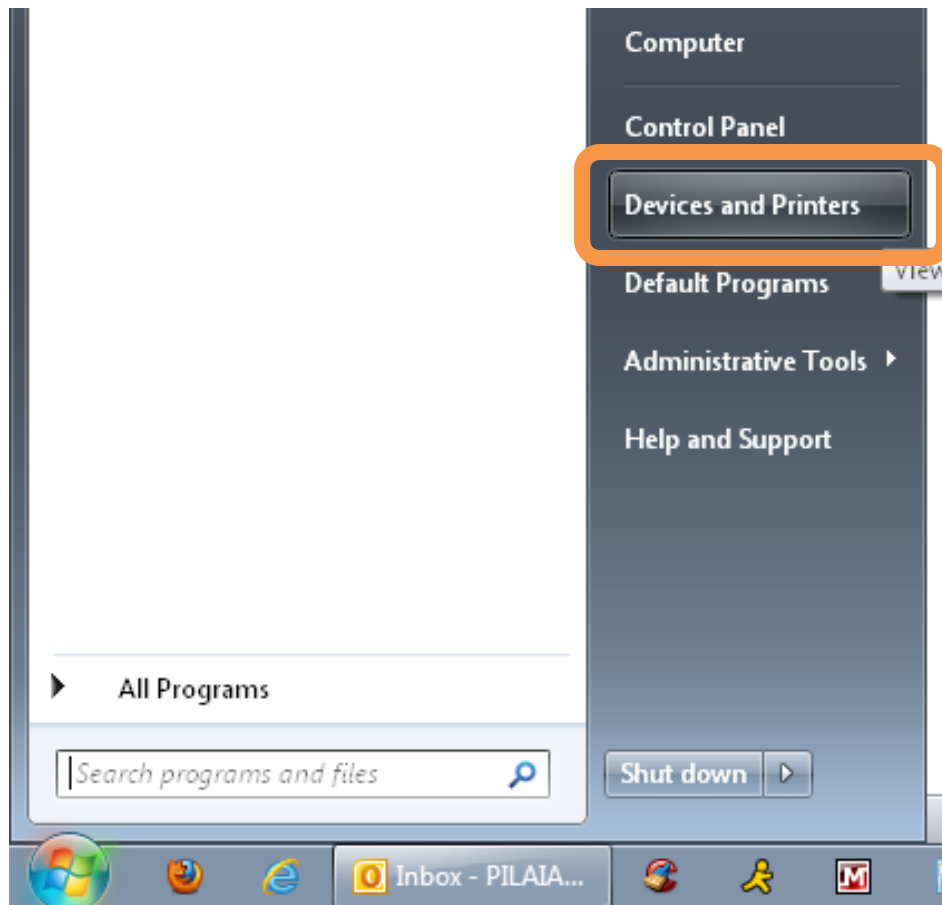


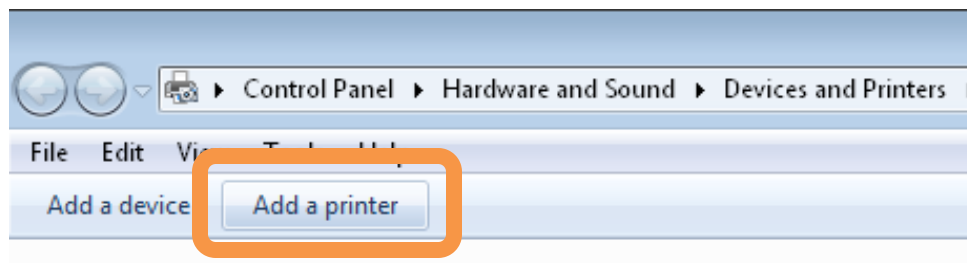
# HOW TO MAP A NETWORK PRINTER

In order to print from a network printer while using your **University Credentials**, you **must** perform the following steps: (only to be performed once).

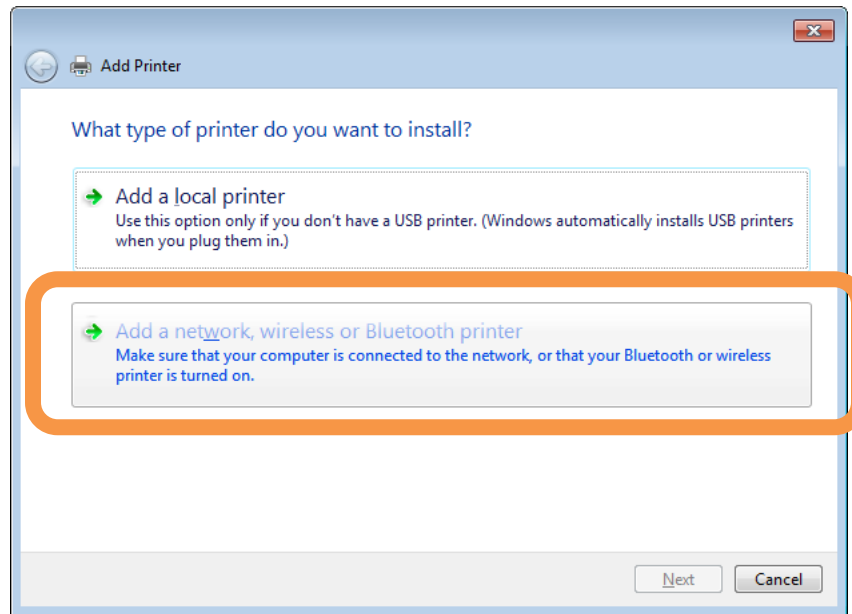
- 1) Click Start → Devices and Printers.



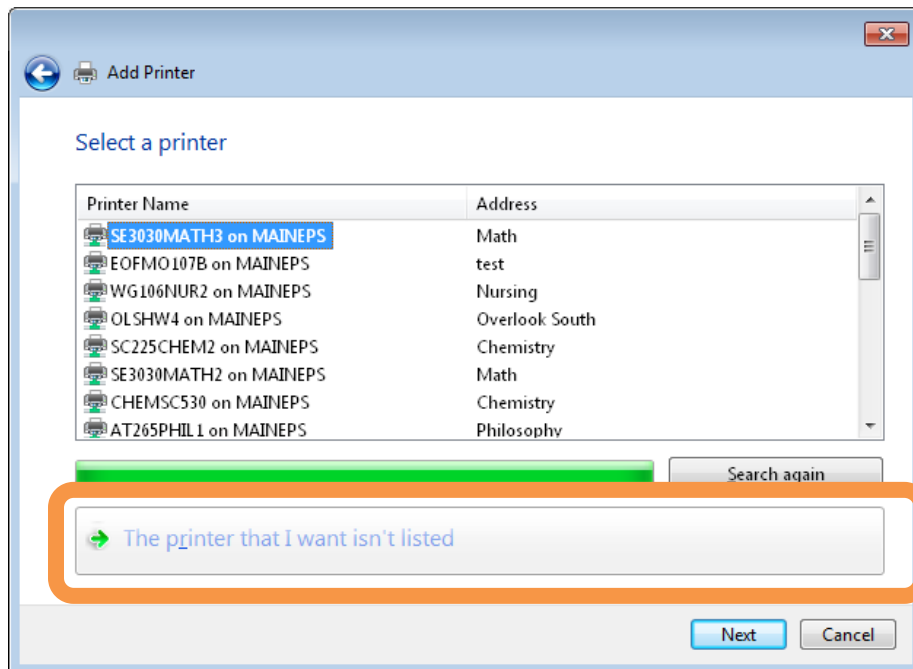
- 2) Select **ADD A PRINTER** at the top of the window.



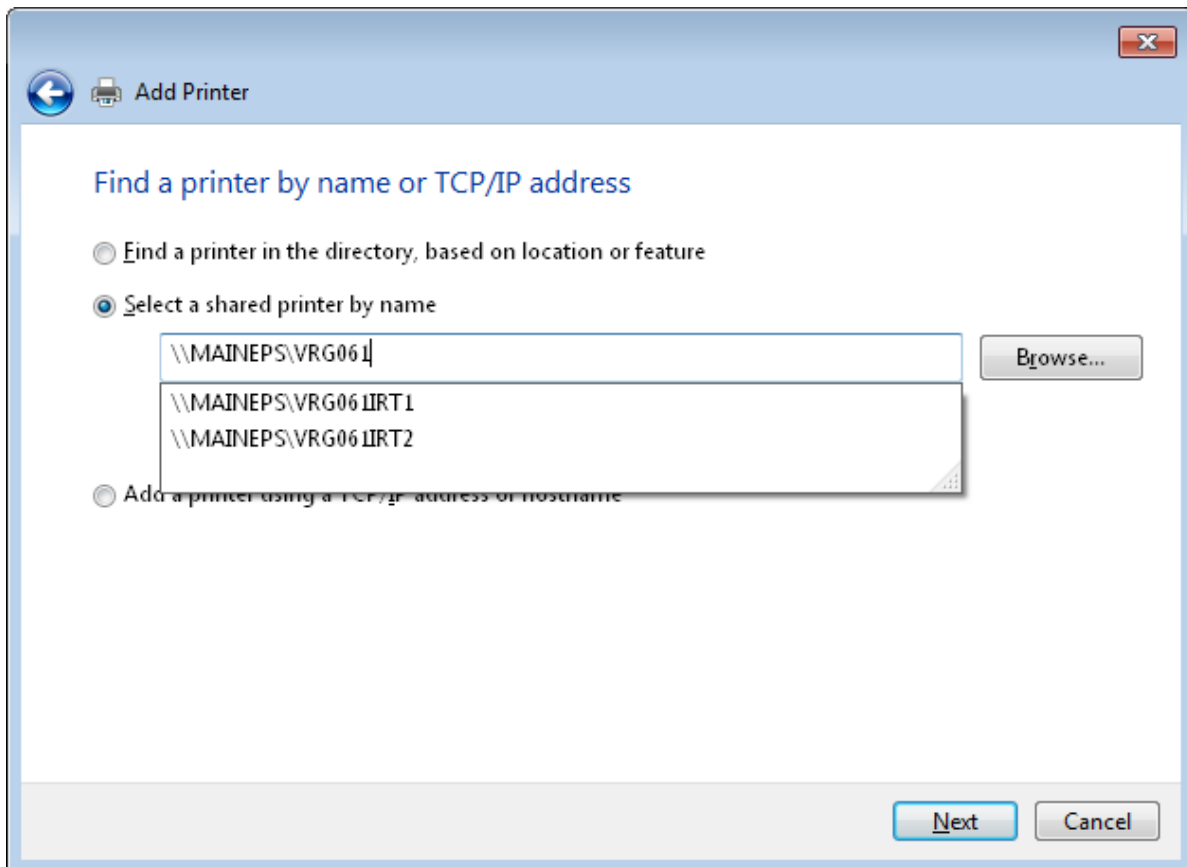
3) Select the **Add a Network, Wireless, or Bluetooth Printer** option.



4) Select **The printer that I want isn't listed** at the bottom of the window.

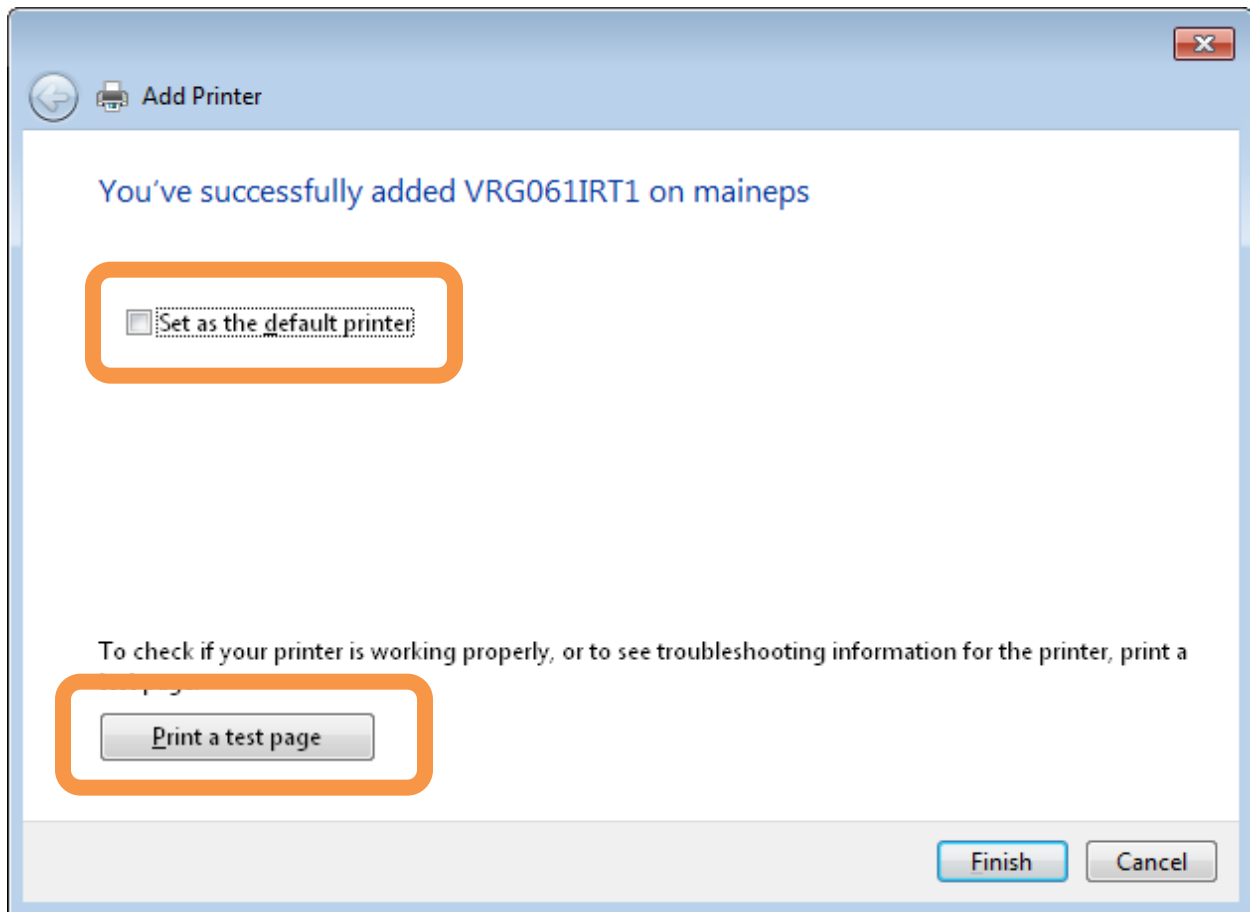


- 5) Select the 2<sup>nd</sup> bubble that says **Select a shared printer by name**.
  
- 6) In the box provided, type `\\MAINEPS\PRINTER` . The **PRINTER** name of the network printer will begin with the building abbreviation, followed by the room number of which the printer is in. (Ex. VRG016, CH220, SE3054, etc)



- 7) Once selected, click **Next**. (may take up to a minute to connect to the printer)

- 8) Once the printer has been added, you may print a test page to confirm the printer was added successfully. You may also make this printer your **Default Printer**.



- 9) Now open the program you wish to print from (Internet Explorer, Word, PowerPoint, Excel, etc).

- 10) Once you select the option to print, the selected printer should be set up as your default printer. Click Print.