Choosing a Printer

1. On your keyboard. Press and hold the “Windows key” and the letter “R”

2. In the Open: dialog box, type \printers. Then Click OK.

3. If this is your first time connecting to a printer you will be asked to enter your Network password. If you have connected to other printers (and checked Remember my credentials) you will skip this step.
   a. In the top box type thiel\ and your Thiel ID#
   b. In the second box type in your password
   c. Select (check) the Remember my credentials box. Then Click OK.
4. A list of available printers will appear. **Double Click** on the printer that you would like to connect to.

5. You will then see a Windows Printer Installation window. Let it run.

6. You may see a Printers dialog box “Do you trust this printer?” **Click the Install driver button.**

7. Once the driver is installed you will see a printer dialog box. Close this window.

8. You are now ready to print!