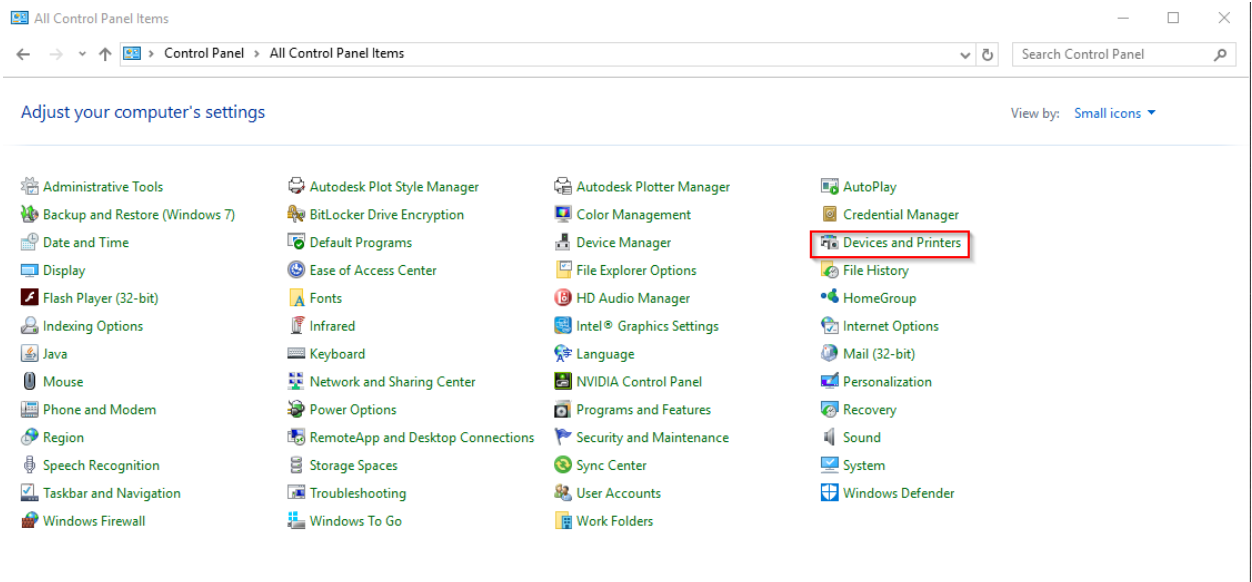


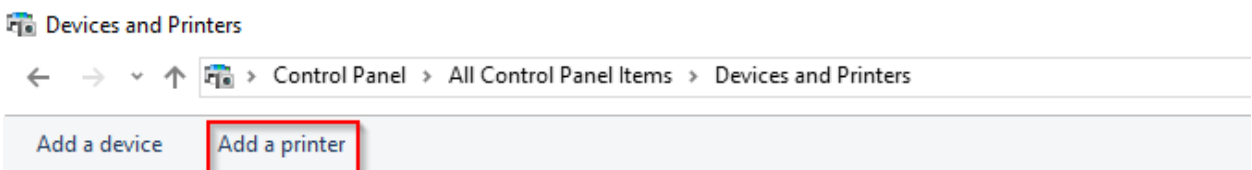
# How to map a printer at Lincoln College

To map a printer on the Lincoln Campus, please do the following:


## 1. Open “Control Panel” on the local PC and select “Devices and Printers”



## 2. Click on “Add a printer”









3. Select “The printer that I want isn’t listed” as not all printers may show up

 Add a device

### Choose a device or printer to add to this PC

Select a device

 Admissions Printer, Scanner	 Advancement Color Printer, Scanner
 Copy Room Right Printer, Scanner	 Counselor (HP LaserJet M402n) Printer
 Dooley Hall Printer, Scanner	 Financial Aid Printer, Scanner

The printer that I want isn't listed

Next

Cancel

4. Choose the option “Find a printer in the directory, based on location or feature”

←  Add Printer

### Find a printer by other options

☐ My printer is a little older. Help me find it.

☒ Find a printer in the directory, based on location or feature

☐ Select a shared printer by name

Browse...

Example: \\computername\printername or  
http://computername/printers/printername/.printer

☐ Add a printer using a TCP/IP address or hostname

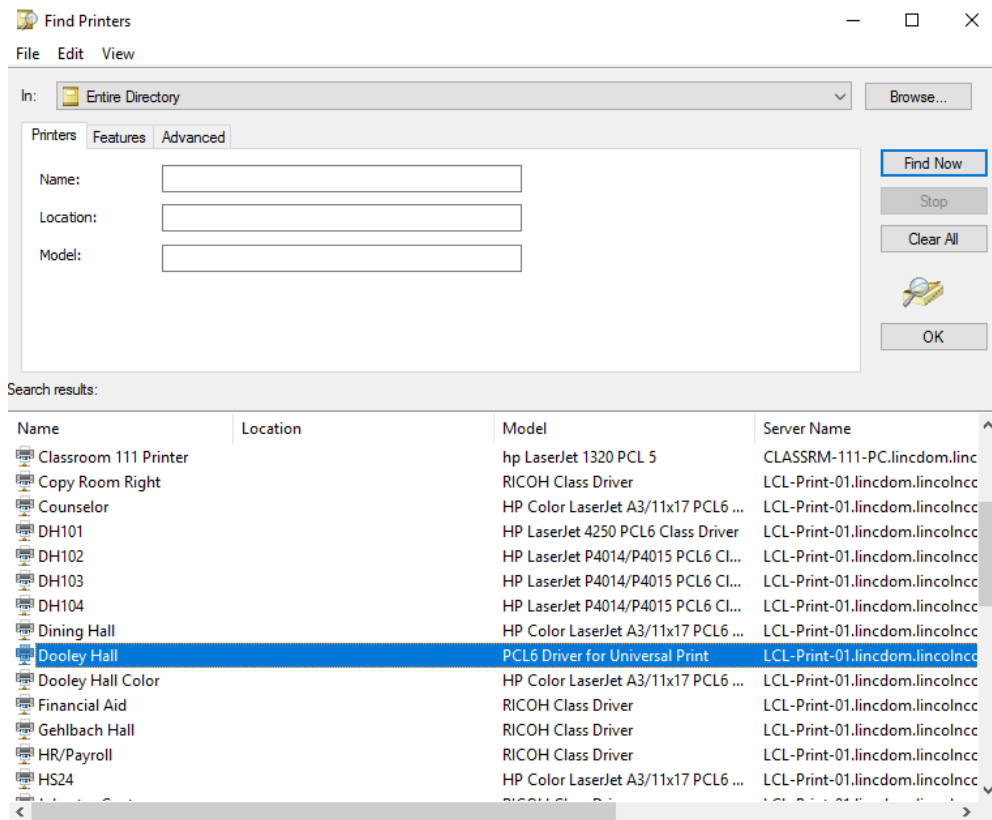
☐ Add a Bluetooth, wireless or network discoverable printer

☐ Add a local printer or network printer with manual settings

Next

Cancel

5. Choose a printer base on the location field and click on “OK”



6. You should receive a successful confirmation, select “Next” and then “Finish”

