
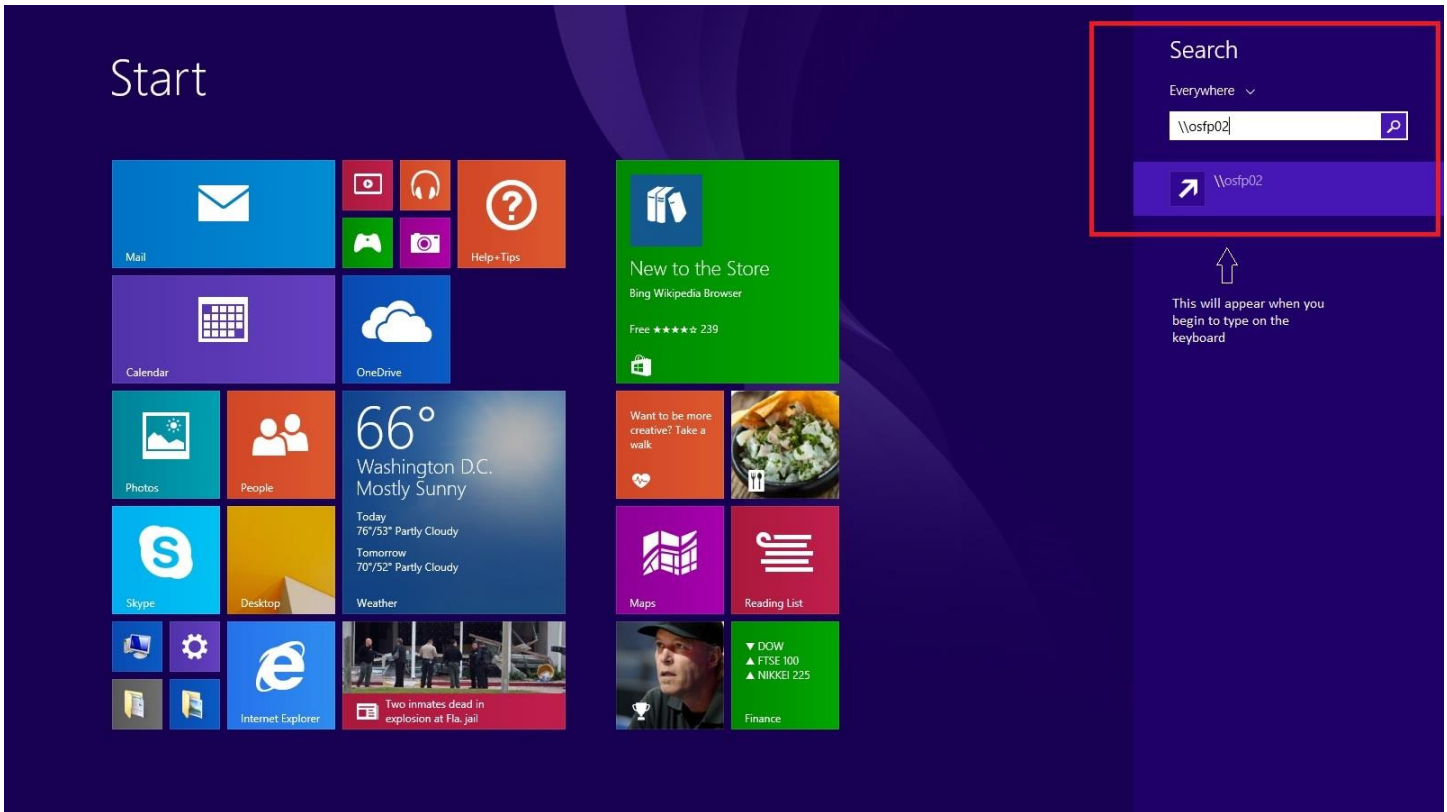
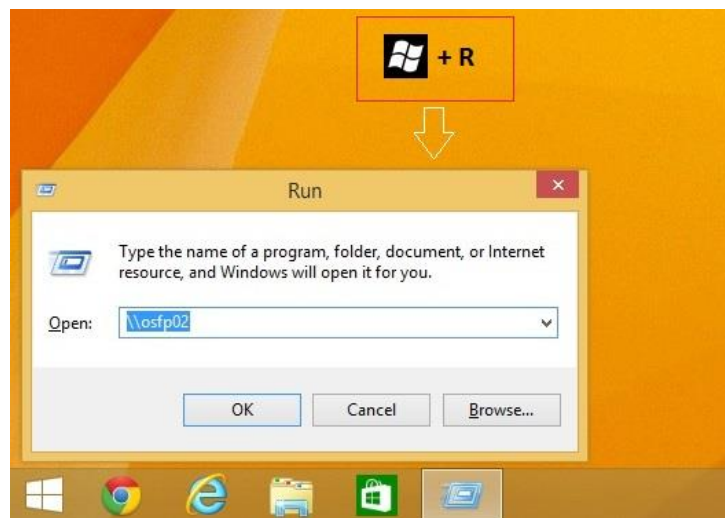


1. Determine the name of the printer or print queue to which you would like to connect. This information is affixed to the printers for reference. This will be needed in step 4.
2. Open the start menu and enter [\\osfp02](#) as soon as you see the start screen. There is no need to direct the cursor anywhere. You can also enter this into the 'Run' menu instead by pressing  + R.



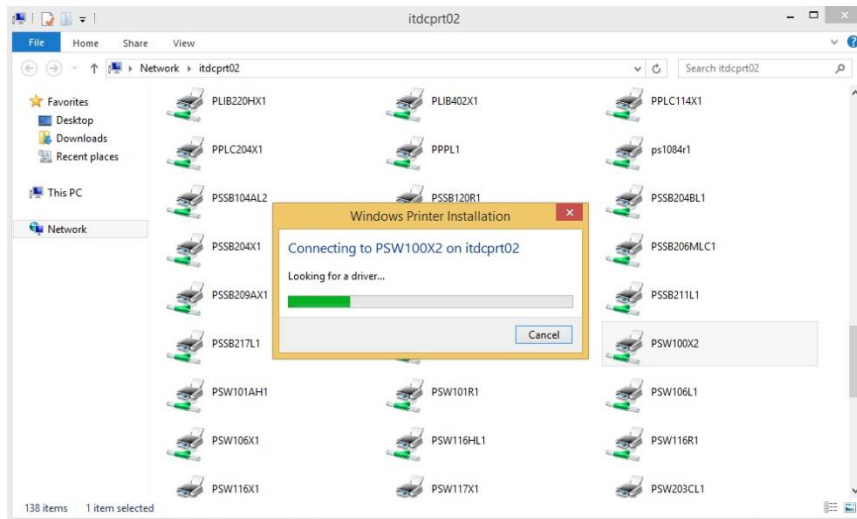
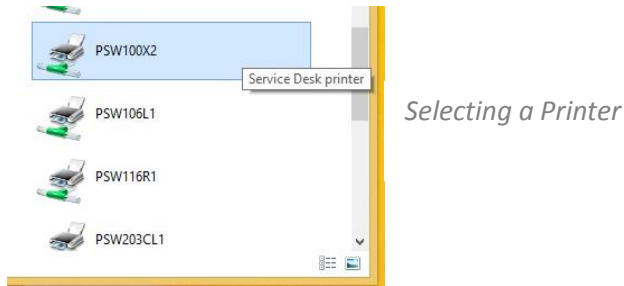
*Entering Print Server into Start Menu – Windows 8.1*


**OR...**



*Entering Print Server into Run Menu – Windows 8.1*

- Find the name of the printer you would like to add on the list of printers on the screen, and double click on it to begin the installation



- After installing the driver automatically, the printer will be available for printing. You can confirm the installation, or remove printers you no longer require, from the control panel.
- Click  + R, type 'control printers' to navigate to **Devices and Printers** directly.

