

Add a Printer or Copier to your Computer

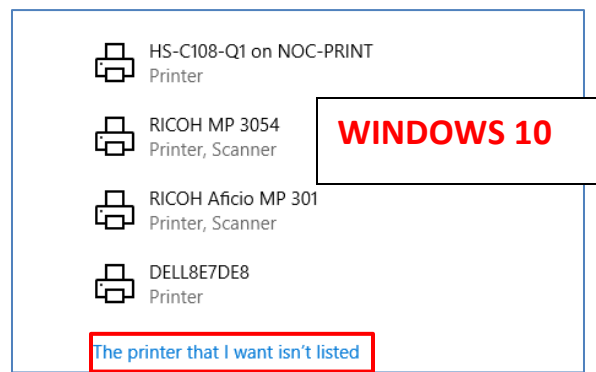
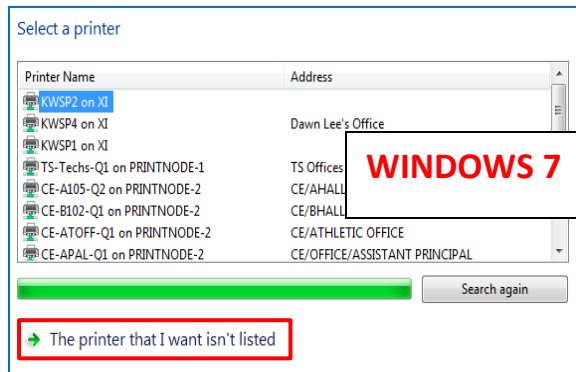
1. Locate Devices and Printers

- Windows 10 – click on the start button and type “printers”, click on “printers and scanners”
- Windows 7 – click on the start button and select Devices and Printer

2. Click on **Add a printer**

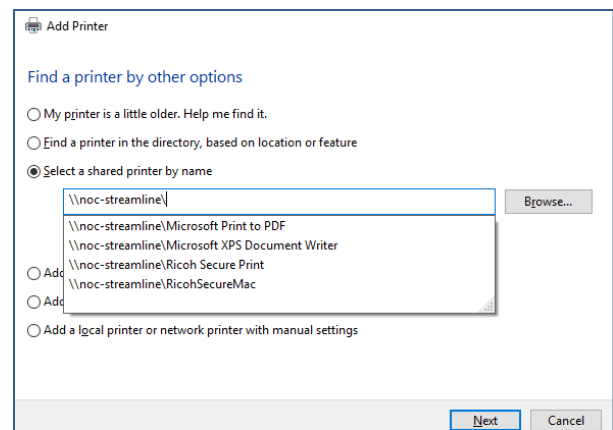
3. **Windows 7:** Select **Add a network, wireless or Bluetooth printer**

4. Search in the list for the printer you would like to install (skip to step 6 if you see your printer; if not click on ‘**The printer I want isn’t listed**’). **COPIERS & PRINT RELEASE STATIONS:** Ricoh Secure Print on NOC-STREAMLINE



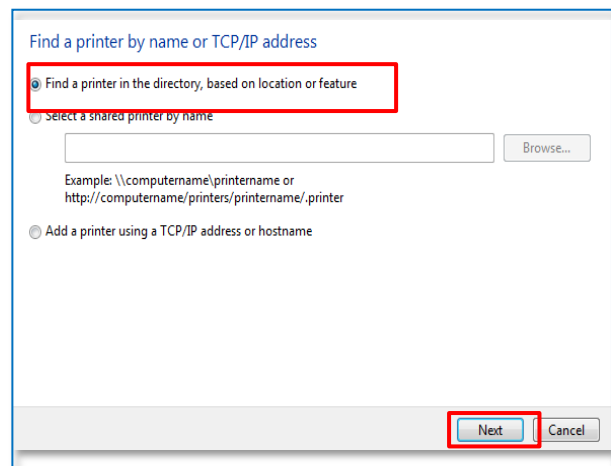
• **COPIERS & PRINT RELEASE STATIONS:**

- **Select a shared printer by name**
 - Type `\\noc-streamline\` and choose `\\noc-streamline\Ricoh Secure Print` or `Secure MAC` for Apple computers
 - **NEXT**

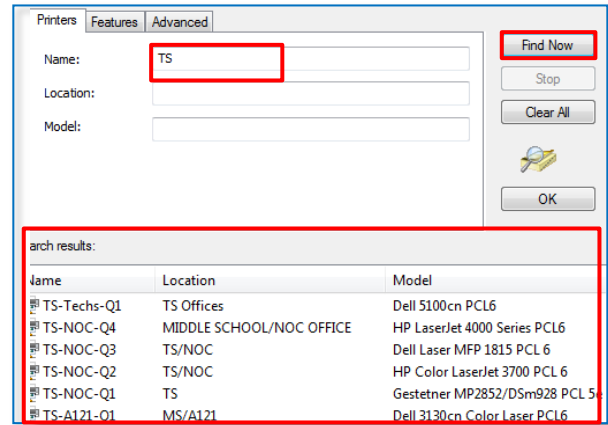


• **PRINTERS:**

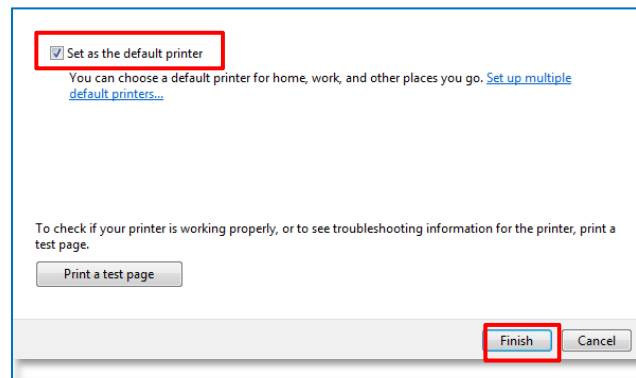
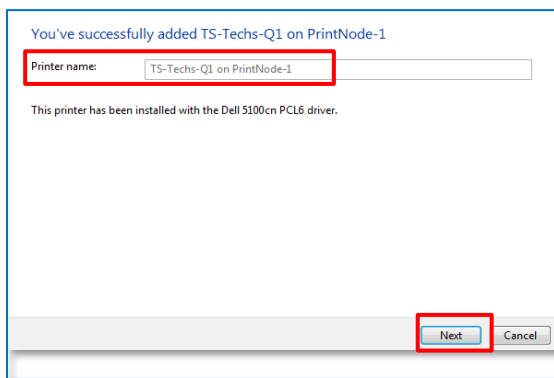
- Click on **Find a printer in the directory, based on location or feature, Next**



- Type the school's two letter abbreviation, **Find Now** and you get all of the networked printers for the building location you entered (see picture below).
- Find the printer you need, highlight it and select **OK**



5. You have successfully added your printer (double check the Printer name), **Next**
6. Select the box to Set as the default printer, **Finish**



Set Default Printer

1. Click on the **Start button**
2. Open **Devices and Printers**
3. Locate the printer to set as the default
4. Right click on top of the printer
5. Select **Set as default printer**

Remove a Printer

1. Click on the **Start button**
2. Open **Devices and Printers**
3. Locate the printer to remove
4. Right click on top of the printer
5. Select **Remove device**