Add a Printer or Copier to your Computer

1. In the search box type “printers”, click on “printers and scanners”

2. Click on Add a printer or scanner

3. Search the list for the printer you would like to install. Click Add Device. If you don’t want to scroll through list, click on ‘The printer that I want isn’t listed’

   **PRINTERS:**
   - Click “Find a printer in the directory, NEXT
   - In Name box: type the school’s two letter abbreviation
   - Click Find Now
   - Click on the printer you want to add
   - Click OK
   - You have successfully added your printer, Next
   - Select the box to Set as the default printer, Finish

   **COPIER & PRINT RELEASE STATIONS:**
   - Click “Select a shared printer by name”
   - Type: `\noc-streamline`
   - Choose: Ricoh Secure Print for Windows pc
   - OR
   - Choose: Ricoh Secure MAC for Apple pc
   - Click Next
   - You have successfully added your printer, Next
   - Select the box to Set as the default printer, Finish

Set Default Printer

- Click on the Search button
- Type Printers, click on Printers and Scanners
- Locate the printer to set as the default
- Click on top of the printer name
- Select Manage
- Select Set as default

Remove a Printer

- Click on the Search button
- Type Printers, click on Printers and Scanners
- Locate the printer to set as the default
- Click on top of the printer name
- Select Remove device