How do I add a GC network printer to a PC?

This FAQ contains:
- Directions to install and verify printer install

1. Click on the **Start Menu** button located on the lower left hand corner of your screen (Fig. 1).

![Fig. 1. Start Menu button](image)

2. Click on the **Devices and Printers** option located on the right column of the Start Menu (Fig. 2).

![Fig. 2. Devices and Printers option](image)

3. Click on the **Add a printer** option (Fig. 3)

![Fig. 3. Add a printer option](image)

4. Click on the **Add a network, wireless or Bluetooth** printer option (Fig. 4).
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You'll be presented with a list of nearby printers (Fig. 5).

5. Highlight the printer you would like to install (for ex. 3112.00-KM on WP1V) and click the Next button (Fig. 5).

6. Windows will attempt to connect to the network printer you selected and add it to your pc (Fig. 6).
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Fig. 6. Connecting to printer window

7. Click the **Next** button to proceed (Fig. 7).

Fig. 7. Next button

8. (Recommended) Click on the **Set as default printer** checkbox to set the newly added printer as the printer you will automatically use to print documents (Fig. 8).
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9. In the same window, click on the **Print out a test page** option to ensure the printer is working correctly and there are no problems with the installation (Fig. 8). ¶

![Add Printer](image)

**Fig. 8.** Set printer as the default

10. Click the **Finish** button to complete the installation (Fig. 8).

11. (Optional) Verify that the new printer has been added by repeating steps 1 and 2.

If you need further assistance, please contact IT Services:

- IT Services (formerly The Help Desk) should be your first point of contact for technical assistance.

- You may contact us by sending an email to ITServices@gc.cuny.edu or by visiting our online self-service portal available 24/7. The self-service portal will allow you to request assistance from IT via a simple web form.

- Emergency calls are received between the hours of 9:00 am – 5:00 pm at 212-817-7300.

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