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

Effective: August 2, 2019
Last Updated: August 2, 2019

1. Click on Windows start menu and then **settings**.

2. On the Windows Settings screen, click on **Devices**, then **Printers & Scanners**.
3. Click on **Add printers or scanners**, and a list of available printers will populate. Choose the printer name associated with the room number location on WP3V, and press **add device**. This will automatically add the device to your list of available printers for use.