

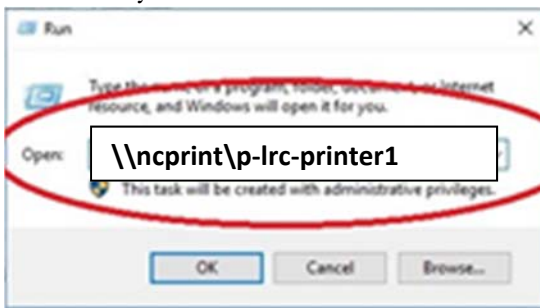
How to Add a College Printer in Windows 8

Before adding the printer, connect to the **WIFI** and have any **virus protectors** or **firewalls** turned off.

1. Right-click on the **Windows Start** button.
2. Click on the **Run** button.



3. Type in `\\ncprint\p-lrc-printer1` or `\\ncprint\p-lrc-printer2` then press the **Enter** key.



4. After approximately 10 seconds a prompt will appear for your **Blackboard** credentials. Type in your username using the `sigma\` as a prefix. Click the **Remember my Credentials** checkbox, and press the **Enter** key.



5. The printer driver will install, and after a couple of minutes, the printer window will display, and you are all set to print!