
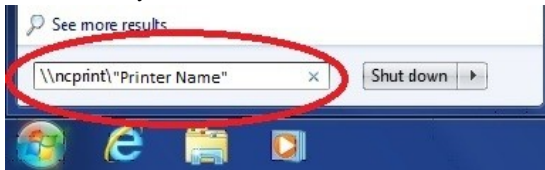


How to Add a College Printer in Windows

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

1. Click on the **Windows Start** button. 
2. Type in `\\ncprint\p-lrc-printer1` or `\\ncprint\p-lrc-printer2` and press the **Enter** key.



3. 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** check box, and press the **Enter** key.



4. The printer driver will install, and after a couple of minutes, the printer window will display, and you are ready to print.