

Step 2: Choose Control Panel and left click or enter.

Step 3: Choose Devices and Printers and left click or enter



Step 4: Check to see if you have an existing Workroom Color Printer.



Step 5: If so, and you are not able to print, highlight that printer and click Remove Device.

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Step 6: Next, click Add Printer

Step 7: This is the screen that pops up. Wait for it to load the printers, then select "The printer that I want isn't listed"



Step 8: Choose "Select a shared printer by name. Then type in the box "\\stafs02.standrewumc.org\Workroom Color"



Step 10: You may get this message, if so click install driver and the next box click "Yes"

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Step 11: You're almost done! Click Finish



CONGRATULATIONS!!

Your printer selection should now look like this for the Workroom Color Printer!



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