

# THIEL COLLEGE

## Information Technology Support Center

VISIT US IN AC-125 OR CALL X4000 FOR HELP

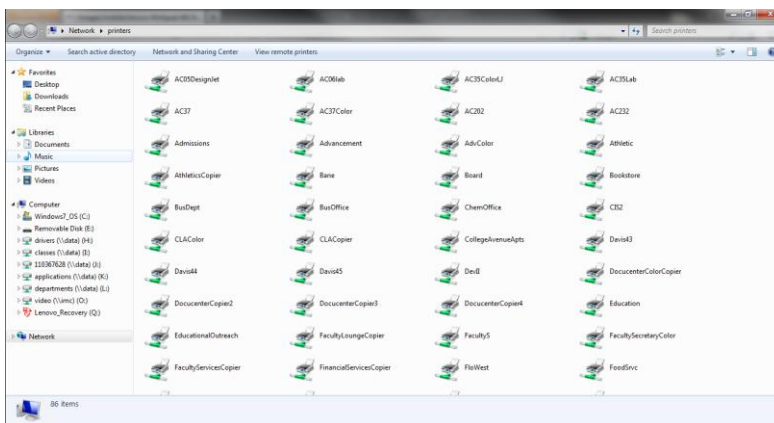
### How to Connect to a Thiel Printer

1. Find the printer setup icon on your computer's desktop. It may also be labeled as "add a printer."



2. If this is your first time connecting to a printer, you will be asked to enter your Network password. If you have connected to other printers (and checked Remember my credentials) you will skip this step.
  - a. In the top box type thiel\ and your Thiel ID# (*Please note \ is located above the Enter key on your keyboard.*)
  - b. In the second box type in your password
  - c. Select (check) the Remember my credentials box. Then Click OK

3. Locate the and **Double Click** on the printer that you would like to connect to:

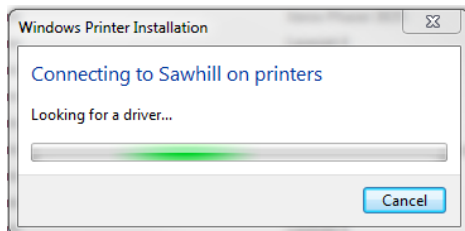


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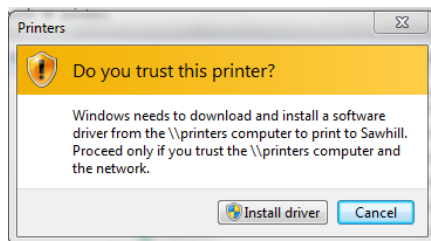
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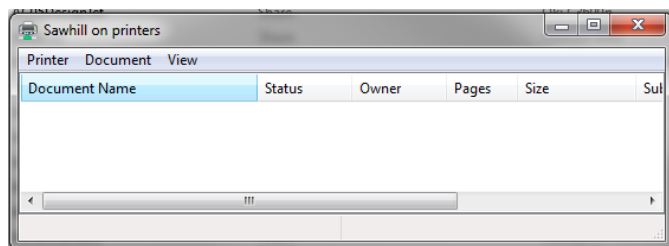
4. You will then see a Windows Printer Installation window. Be patient the printer is installed on your computer.



5. You may see a Printers dialog box "Do you trust this printer?" Click the *Install driver* button.



6. Once the printer is installed, a printer dialog box will appear. Close this window.



7. Before Printer your next document, make sure to select your newly added printer from the drop down menu.