## How to Add a Printer on a Windows Computer on the ASC Domain

Click the "Start" menu and select "Devices and Printers"



## Type in \\webprint in the address bar of the Window and hit Enter



Find the Printer that you want to add and double click the icon, it will start to install the printer and driver automatically, it may take a few minutes to complete.



Once done it will display the print queue as shown below.

Printer Document View					
Document Name	Status	Owner	Pages	Size	Su

## And will appear as a printer under "Devices and Printers"

