# Adding printers to a Windows computer
Faculty and Staff

Faculty and staff computers should *automatically* have the appropriate printer(s) based on their office/location, but you can always manually add any campus printer to your Centre computer.

To manually add a printer:

1. Open **File Explorer**, which is the small, yellow folder icon at the bottom of your desktop.

2. Paste or type **\\print-server** in the address bar of File Explorer and press the **Enter** key.

3. You may be prompted to log in, enter your Centre College username and password. *Example: centre\first.last*
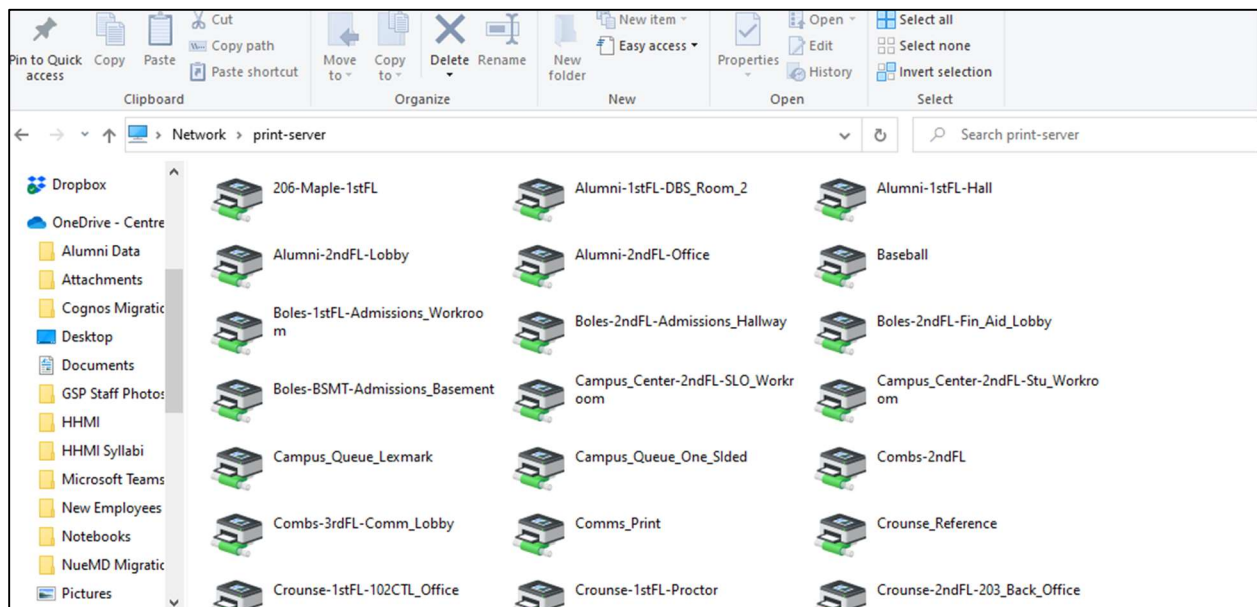
Listing of printers available on the Centre network

4. **Double-click** the printer you would like to use, or right-click and select **Connect** from the menu.

Windows will automatically read the printer features and select the appropriate driver. You are now ready to print to this printer!

[View the listing of the campus printers with name and location](#)