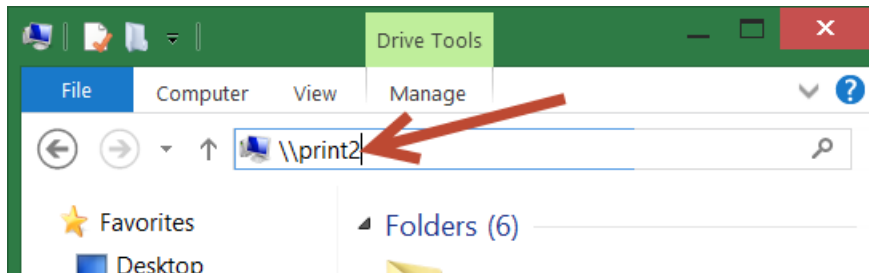# Adding a Printer/Copier
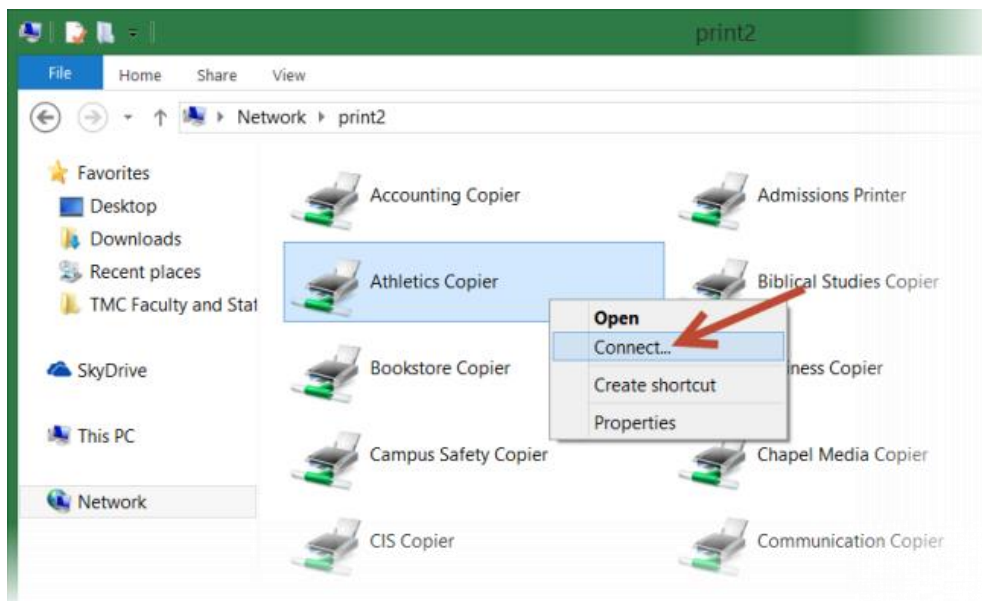
How to add printers/copiers on a PC

1. Navigate to **My Computer** from the Start Menu

2. In the address bar at the top of the screen, type **\\Print2** and hit **Enter**

NOTE: You must use the slash mark (\) that is directly above the enter key

3. Choose the printer that you want to connect to. Printers and copiers are named by department.

4. Right mouse click on the printer driver and select **Connect**
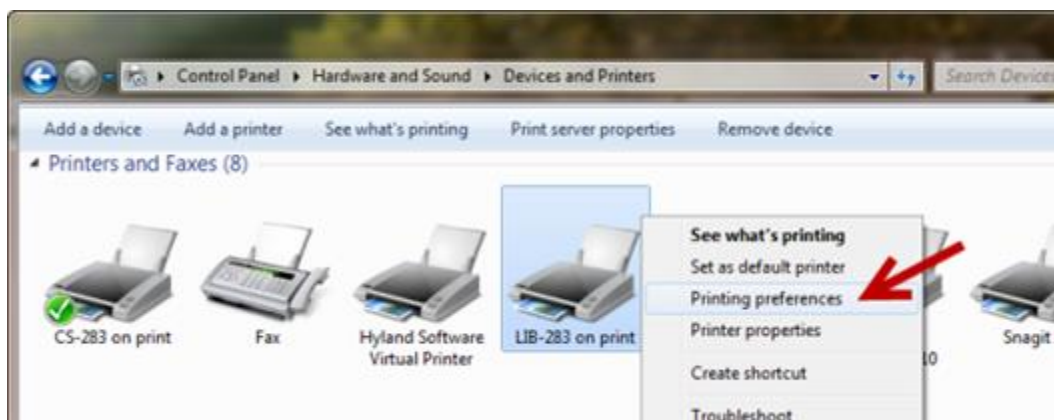
Adding a Printer/Copier (Continued)

How to Add a Department Copier Code on a Sharp Copier

1. Add the Sharp Copier by following the steps listed above

2. Navigate to the **Control Panel** and select **Devices and Printers**

   *NOTE: If you are using Windows, select **Printers and Faxes***

3. Right click on the printer and select **Printing Preferences**

4. Click on the **Job Handling** Tab

5. Check the **User Number** box and enter the User Number

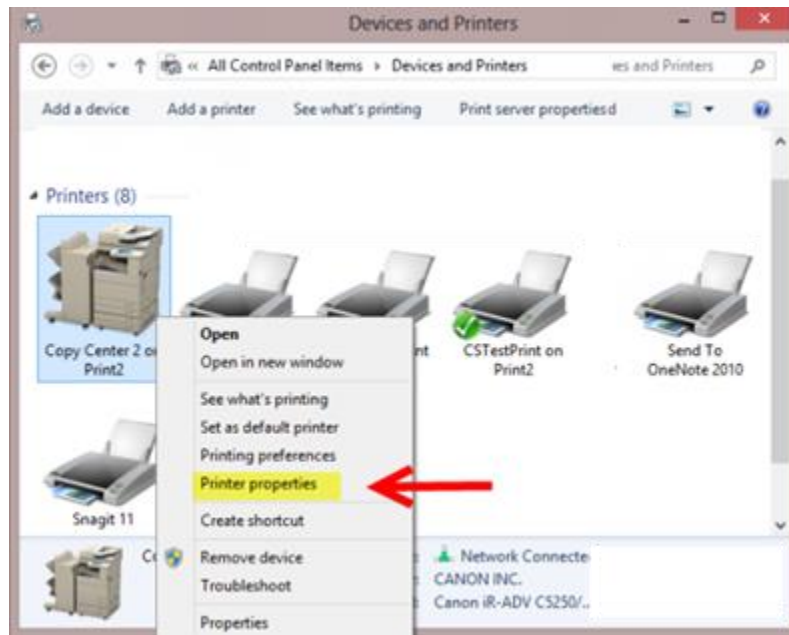   *NOTE: The user number is "0" plus the department accounting code (e.g. 01234)*

6. Select **OK**. The copier is now set up correctly

Adding a Printer/Copier (Continued)

How to Add a Department Copier Code on a Canon Copier

1. Navigate to the **Control Panel** and select **Devices and Printers**.

2. Find the copier you wish to print to, **right click** on it and select **Printer Properties**.

Adding a Printer/Copier (Continued)

3. In the window that opens, select the **Device Settings** tab and ensure that the **Use Department ID Management (J)** box is checked.
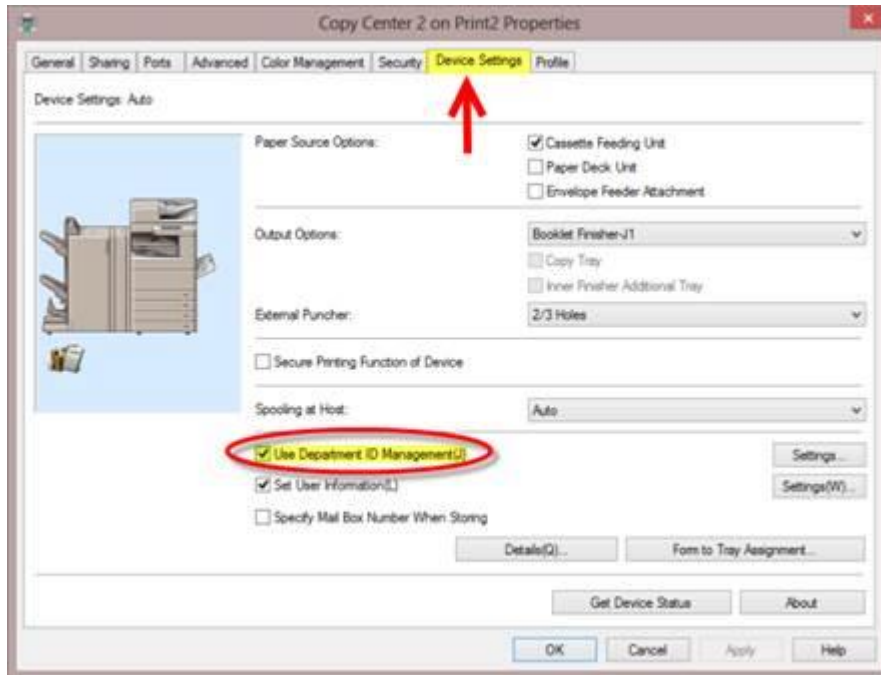
4. Click **Settings**. A smaller window will appear.

5. Ensure that the **Allow PIN Setting** checkbox is checked and type in your department ID. Click **OK** and close out the window.