Connect to a Network or Shared Printer

NOTE: As of July 2021, Microsoft now requires Windows 10 users to enter administrator credentials when installing a printer.

Please contact the ITS Help Desk to receive assistance from a technician with printer installation when prompted for credentials in Step 3 / 4.

For further assistance, please contact the RSCCD ITS Help Desk.

714-564-4357 Ext 0 | Ext 44357 Ext 0 | helpdesk@rsccd.edu | webhelpdesk.rsccd.edu | Mon-Fri, 7:30am-4:30pm
Step 1

To connect to a network printer, click the “Start” button. Start typing the appropriate location as shown, then click to open the location:

- `\sacprint01` ← Santa Ana College (SAC) / Centennial Education Center (CEC) / Digital Media Center (DMC)
- `\sccprint01` ← Santiago Canyon College (SCC) / Orange Education Center (OEC)
- `\districtprint01` ← District Office

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- `\sacprint01` ← SAC / CEC / DMC
- `\sccprint01` ← SCC / OEC
- `\districtprint01` ← District Office
**Step 2**

Click the “Details” icon in the lower right corner, so it shows a new column for “Comments”.

The “Comments” column lists the details of each printer starting with their location.
Step 3

Find the printer you want to connect to, then double click to select it.

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Step 4
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Step 5

Once the drivers have been installed, verify the printer has been added.

Click the “Start” button, then search for “Printers & scanners”.

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Click the "Start" button, then search for "Printers & scanners".
Step 6

Verify that the printer appears in the list.