



## 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.**

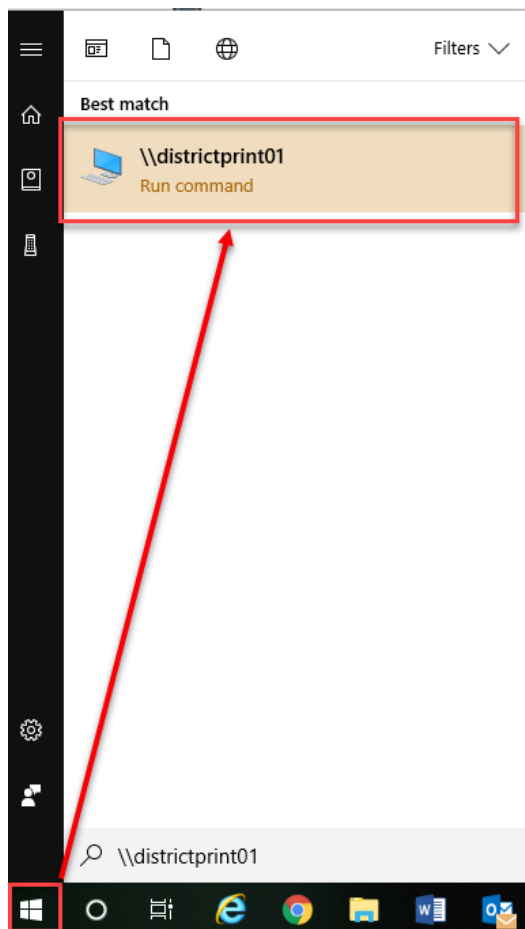
For further assistance, please contact the RSCCD ITS Help Desk.

714-564-4357 Ext 0 | Ext 44357 Ext 0 | [helpdesk@rsccd.edu](mailto:helpdesk@rsccd.edu) | [webhelpdesk.rsccd.edu](http://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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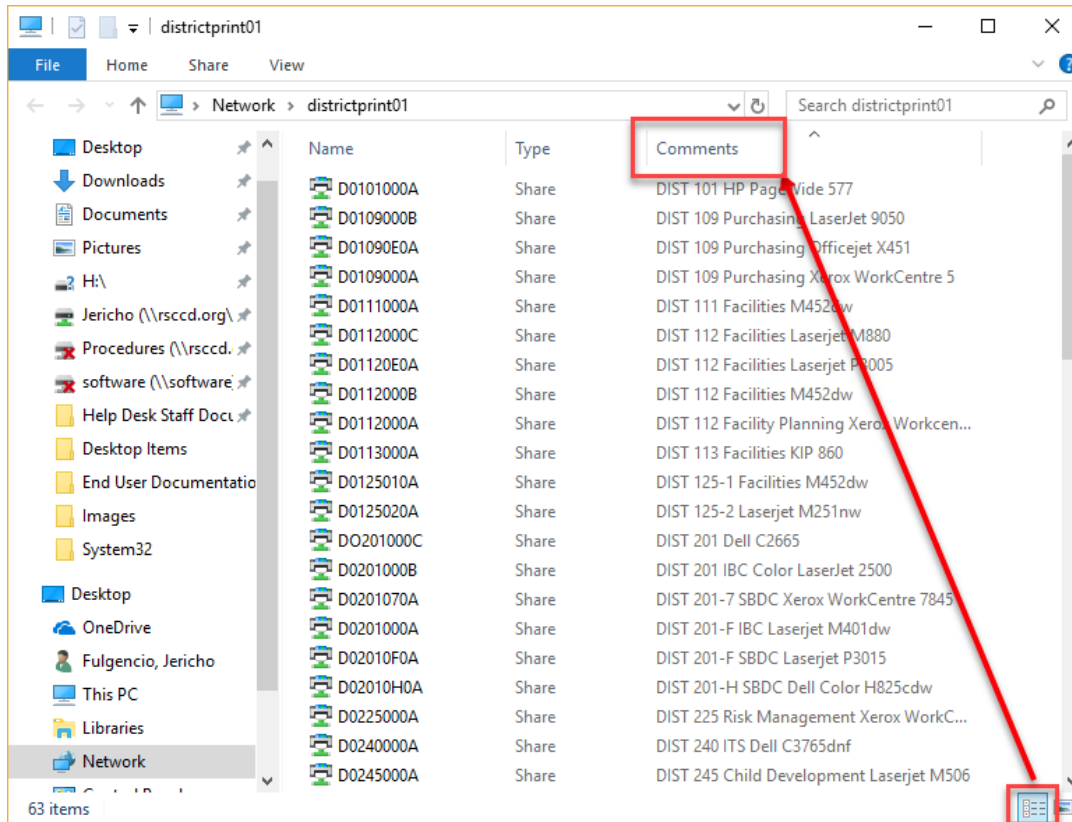
Start typing the appropriate location as shown, then click to open the location:

- \\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.

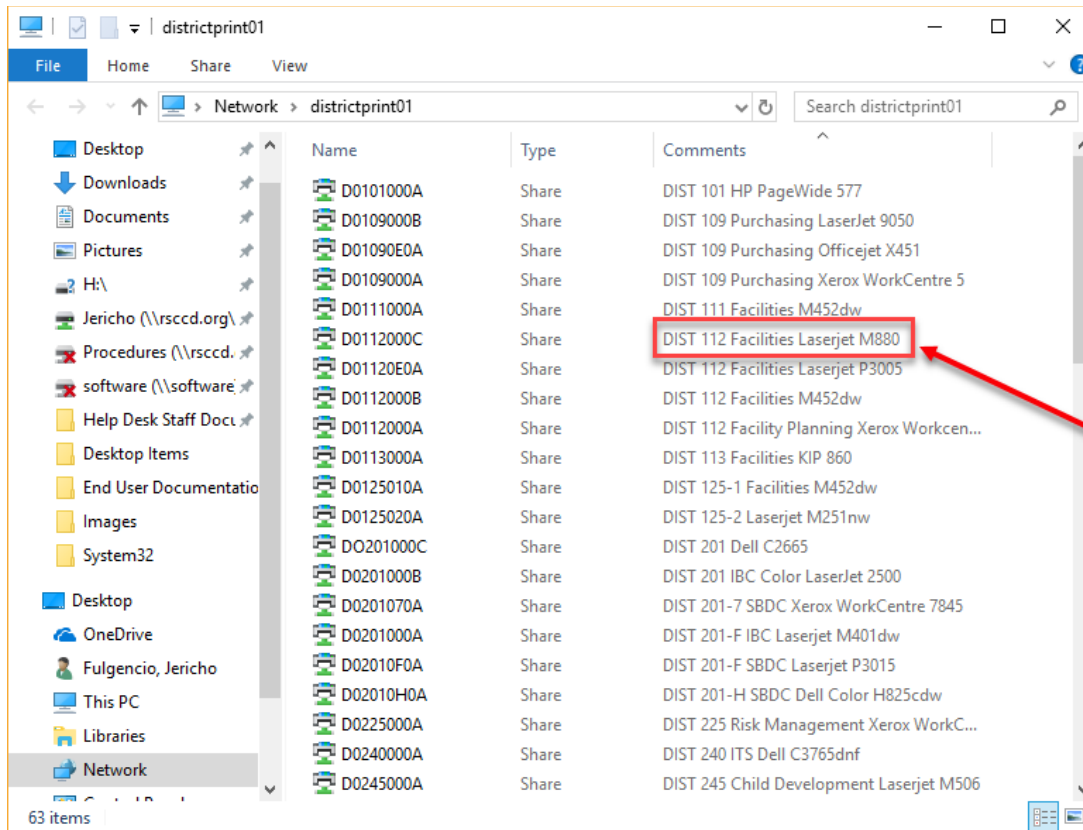


Click the "Details" icon in the lower right corner, so it shows a new column for "Comments".

The Comments column lists the details of each printer start with their location.

**Step 3**

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



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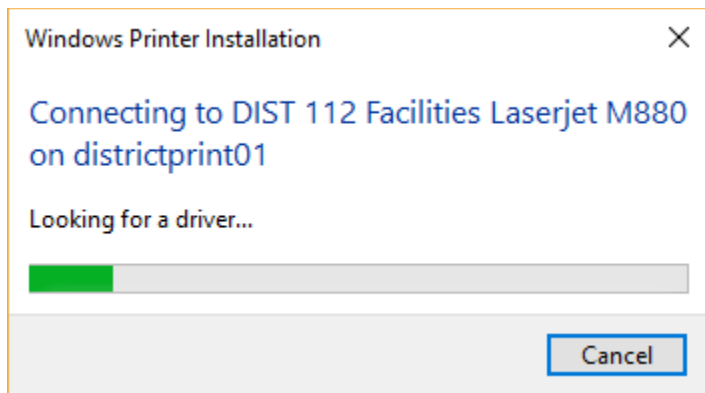
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**Step 4**

The system will install the drivers. This may take a few minutes to complete.



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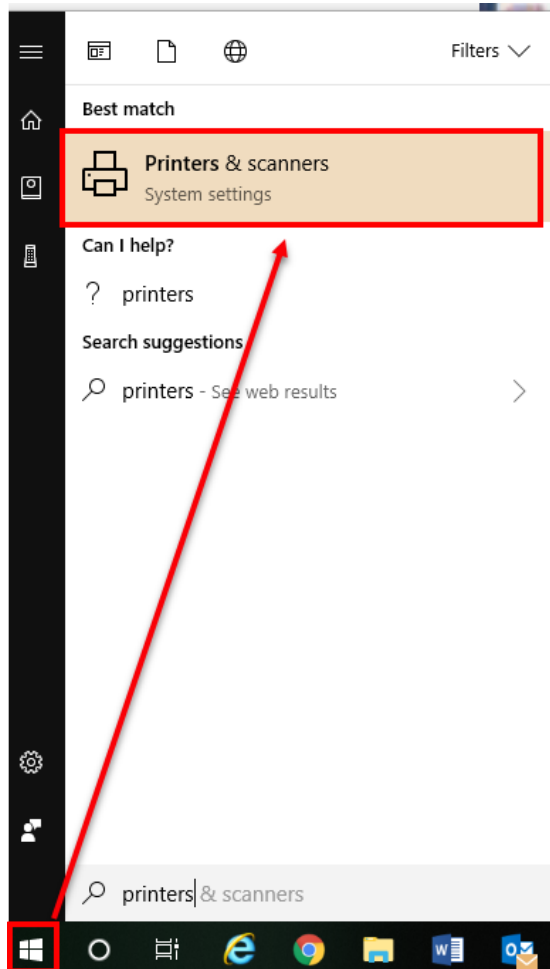
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**Step 5**

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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**Step 6**

Verify that the printer appears in the list.

