

Add a Printer (Windows 10)

Are you new on campus or have you just moved to another building and are wondering how you can connect to that printer down the hall? Did you just get a new computer?

Adding a Printer:



1. Click the Search button in the lower left corner of your desktop next to the start button
2. In the **Type here to search** field at the bottom of the menu, type: **\\eros** and **press enter**
3. This will open a new Windows Explorer window with around 70 printers! From the list of printers, **double-click** on the icon for the printer that you want to connect to. (Note: Printer names is also their physical location. If you are unsure the name of the printer you want, ask one of your co-workers or look at the printers installed on their computer).
4. (If you want more information on those printers, click **View --> Details**. This will give you a list of printers and what type of printers (black & white, colour, copier, etc.). They are in alphabetical order, by location.)
5. *You may be asked* if you want Windows to set up the printer... If so, please click **Install Driver**.
6. When the installation is done, a print queue window will open...



Printer Default

The default on Windows 10 is for the computer to manage your printers. Basically this means that the last printer you printed to will be the one selected for the next print job. If you want there only to be one "default" printer, then click on **Printer --> Set as Default Printer** and click **OK** to confirm that you are making this change. Otherwise just close the queue window

If you want to add another printer, then simply **double-click** on another printer.

If you have any problems printing, go to **Start --> Devices and Printers**. Simply select the printer you are experiencing issues with and press the delete key. Confirm you want to delete it then reboot and follow the above steps to re-add the printer.

Setting up a Default Printer later

A default printer is the printer that is selected by default when you want to print. Windows 10 manages the printers differently than Windows 7. Basically this means that the last printer you printed to will be the printer selected the next time. If you want there only to be one "default" printer:



1. Click the Search button in the lower left corner of your desktop next to the start button
2. In the **Type here to search** field at the bottom of the menu, type: **Printers & Scanners**
3. **Click** on the appropriate printer and select **Open Queue**
4. Now click **Printer Set as default**
5. You will get a warning that Windows will stop managing the default printer, press **OK** to continue
6. You're done!

Important Note:

Colour printers **should not be** set as your default printer. Nor should you print simple black & white or test/draft colour documents to a colour printer. Colour toner is **extremely expensive**. Please print on a regular black & white printer if you want a draft or test.

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