

# Mapping a Network Printer

These instructions will show you how to map your PC to a network printer via the Agency's Print Server. To print to a network printer in the office, your desktop computer must be connected to the LAN/Ethernet (if you are on a laptop and connected wirelessly you must be on the "Secure" WiFi network).

## 1. Confirm Printer Details

To connect to a network printer, **you'll need to confirm the printers name** (make/model), **location** (room/floor/suite) **and/or IP address**.

**You'll also need your agency print server network path.** The path should include 2 backslashes followed by a server name, much like the example below.

Example of an Agency Print Server: [\\OCTOprint01](#)

***Please Note: The above print server may not be the correct one for your agency. If you are unable to gather the print server or are unable to gather the printer details mentioned above, please contact your agency's IT team for further support.***

If you need additional assistance mapping a network printer or are unable to successfully print from a printer, contact OCTOhelps at (202) 671-1566 for additional assistance.

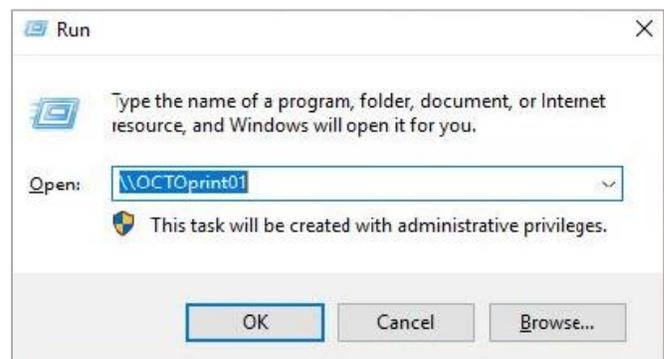
## 2. Navigate to the “Run” Application

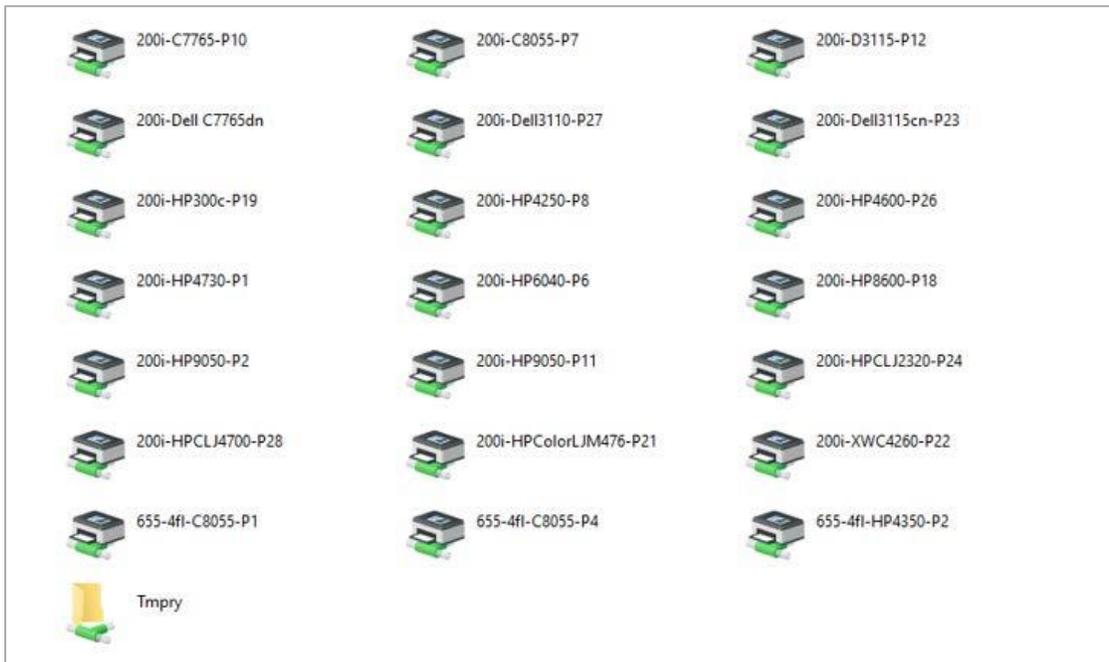
After confirming the printer details, **click on the Windows Search icon** in the lower-left corner of your desktop screen (next to the Windows Start button) and then **type “Run” in the Windows Search Box** to do a search for the Run application. **Click Run** in the list of Windows applications.



## 3. Open Print Server

In the Open window that appears, **type the printer server** (make sure to include both backslashes) and **click OK** or hit enter to display the printers on the server.



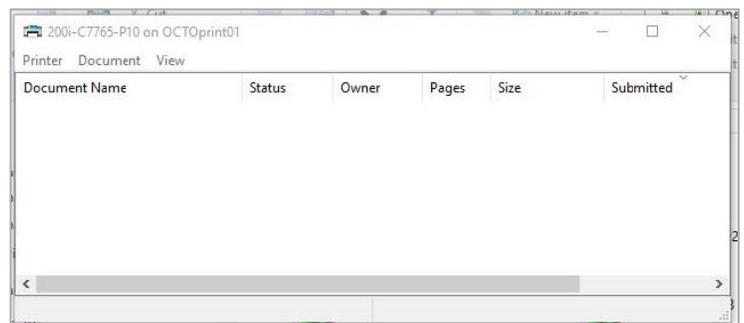
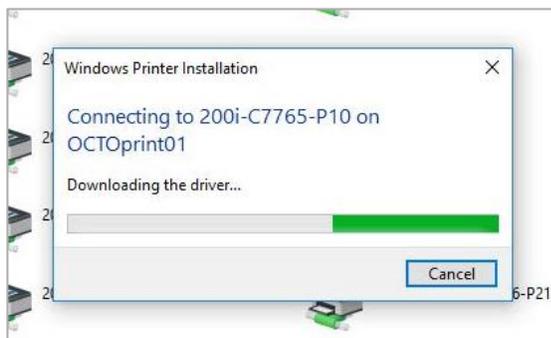


You will now see a new window with a list of network printers in your agency (the above screenshot is an example).

## 4. Locate and Map Printer

**You can search for the printer by printer name, location and/or IP address** (refer to Step 1 where you gathered the printer details).

**Double-click on the network printer that you need to add,** and an installation window will appear.



## 5. Print a Test Page

When the installation is complete, you'll need to confirm that the network printer is mapped and working properly.

**Click on the Search Icon** in the lower-left corner of your desktop and **type Printers & scanners** into the Windows Search Box.

The Printers & scanners window will appear. In the list of Printers & scanners, **select the newly mapped network printer** that you just added, **click Manage**, and then **click Print a test page**.

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