Click on the Windows icon in the bottom left-hand corner and type "devices and printers." Click Devices and Printers from the Control Panel.
Click Add a printer.
Select the printer you are looking for and click Next.
If you want the printer to be your default printer, select the box next to Set as the default printer. Select Finish.

You’ve successfully added Lib-24 Hour Room on psc-print01 paulsmiths.local

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Print a test page

Finish Cancel
If the printer you are looking for isn't listed, selected The printer than I want isn't listed.
Select the circle next to Find a printer in the directory, based on location or feature and click Next.
Select the printer in the list at the bottom, then click OK.
Click Next.

Add Printer

You’ve successfully added Lib-24 Hour Room on psc-print01.paulsmiths.local

Printer name: Lib-24 Hour Room on psc-print01.paulsmiths.local

This printer has been installed with the Kyocera FS-1370DN KX driver.

Next  Cancel
If you want the printer to be your default printer, select the box next to Set as the default printer. Select Finish.

You’ve successfully added Lib-24 Hour Room on psc-print01.paulsmiths.local

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Print a test page

Finish