

# How to Map to a Network Printer

## Adding a new network print queue:

- 1) Open the Start Menu
- 2) Type the queue name: \\[server]\\[queue]
- 3) Press Enter
- 4) Click Open
- 5) The queue will install

## Set a printer as default:

### Windows 7

- 1) Click the **Start Button**
- 2) Type: printers
- 3) Click the **Devices and Printers** shortcut
- 4) Right-click the printer you want as default
- 5) Click Set as default printer

### Windows 10

- 1) Click the **Start Button**
- 2) Type: printers
- 3) Click **Printers and Scanners**
- 4) Click the printer you want as default
- 5) Click Manage
- 6) Click Set as default

## Removing an old unneeded network print queue:

### Windows 7

1. Click the **Start Button**
2. Type “printers”
3. Click the **Devices and Printers** shortcut that appears
4. For any print queues that you no longer need:
  - a. right-click the icon
  - b. click “Remove device”
  - c. click “Yes” to confirm the deletion of the queue.

### Windows 10

1. Click the **Start Button**
2. Type “printers”
3. Click **Printers and Scanners**
4. For any print queues that you no longer need:
  - a. Click the printer
  - b. click “Remove device”