



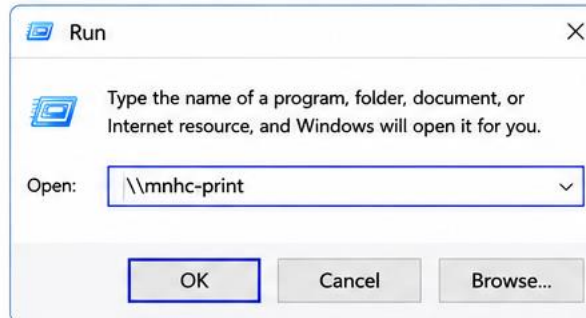
How to Add a Printer

Add a printer via self service.

1 Press Windows Key + R



2 The Run dialog box will open



Use the keyboard shortcut:



+



Press Win + R

This will open the Run dialog box.

Run a program

Use the Run box to access the print server.

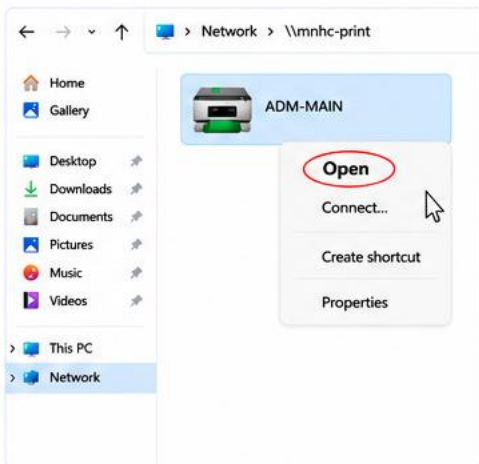
Open: `\\mnhc-print`



This will list the print server allowing you to add the printer via self service.
If you receive an error, call the Help Desk.

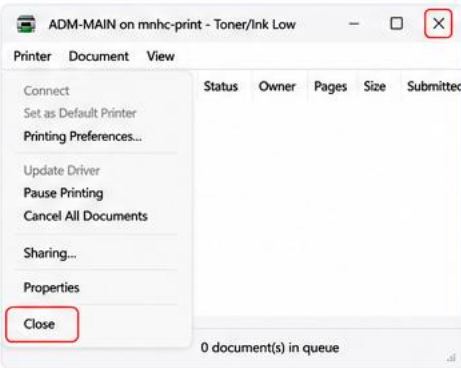


1 Right-click on the printer you wish to connect with and click **Open**.



2 Set as Default Printer

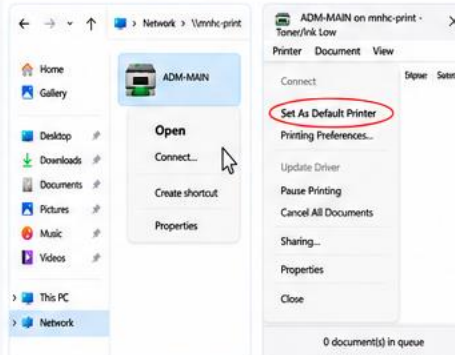
If Set as default printer is grayed out and you need this printer as your default (required for Epic printing), close the current window.



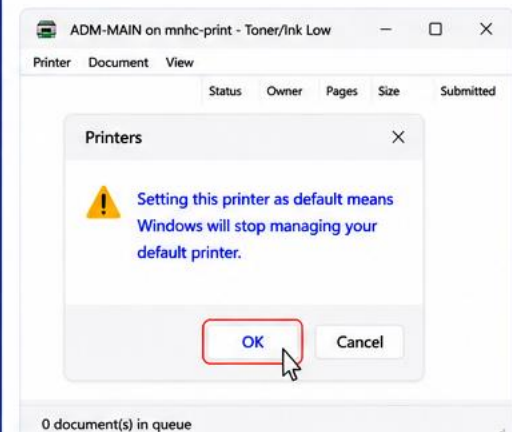
3 Right-click the same printer again and click **Open**.

This refreshes the printer queue, making

✓ **Set as default printer is now available.**



4 If you see this warning about "setting this printer as default" means etc....., click **OK**.



Need Help? Contact the Help Desk if you receive an error or need assistance.



Tip: You may need to wait a few seconds before the menu refreshes.