Connecting your computer to a print device

1. **(NOTE**: *Hyperlinks only work with Microsoft Internet Explorer browser.***)** Click one of the links below and a list of printers will appear in a window:
   \\p-its-print02 (Franklin Building)
   \\p-its-print03 (Broadway, Kaiser, and OSF)
   \\p-irc-print01 (for any printers that cannot be found on P-ITS-Print02 and P-ITS-Print03)

2. Double click on the printer that you would like to add to your computer.
   - The name of the printer starts with the letter of your building "F" for Franklin, "K" for Kaiser, "S" for OSF, and "B" for Broadway followed by the room number
   - If you cannot identify the printer you need, ask someone in your department
   - If prompted to trust and install the driver, click install driver.

3. Double click on the printer that you would like to add to your computer.
   - The name of the printer starts with the letter of your building "F" for Franklin, "K" for Kaiser followed by the room number
   - If you cannot identify the printer you need, ask someone in your department
   - If prompted to trust and install the driver, click install driver.

4. After double clicking on the printer, it will be added to your computer
   - When done, a box will show up like below. You can click the red "x" and close the box.
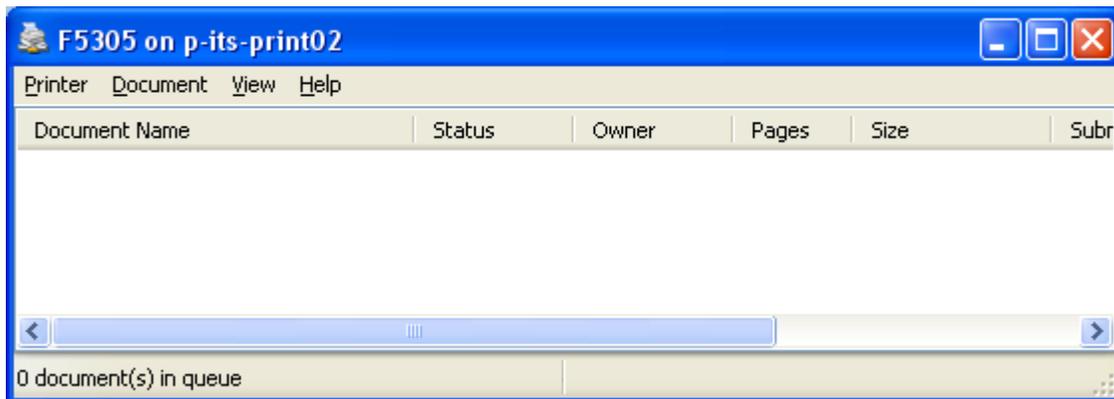
5. Repeat the above process, to add as many UCOP printers as you need

6. When finished, set default printer:

   - Go to Windows icon in bottom left hand corner of you computer, and follow this path: Start/Settings/Printers and Faxes
   - When Printers and Faxes window launches, left click on the name of the printer that you would like to set as your default printer. Right click/Set as Default Printer

7. To delete "unused printers" from your computer.
   - Go to Windows icon in bottom left hand corner of you computer, and follow this path: Start/Settings/Printers and Faxes
   - Right click on the printer and click on delete