



Mapping a Network Printer on Windows 10

Go to Start, then choose Settings (looks like a little wheel cog)



- Choose Devices





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-Choose Printers & Scanners on the left and then click the plus sign to add a printer or scanner in the center section

÷	Settings		- 🗆 🗙
0	3 Home	Printers & scanners	
F	Find a setting	And printers & scanners	Related settings
	winne	Add a printer or scanner	Devices and printers
	Bluetooth & other devices		Device Manager
7	Printers & scanners	Printers & scanners	Have a question?
	Mouse	Adobe PDF	Get help
	1 Typing	Copier-URColor on print64	Make Windows better.
ď	<sup>5</sup> Pen & Windows Ink	Microsoft Print to PDF	Give us feedback
0	) AutoPlay	er Lleiu Relations og unifigur	
ā	USB	Default	
		×4112_HOLD	
		44112_PRINT	
		Xerox FreeFlow C1000P PS	
		- Ellol	
		Let Windows manage my default printer	
		When this is on, Windows will set your default printer to be the one you used most recently at your current location.	
		Download over metered connections	
		To help prevent extra charges, keep this off so device software	@ 🕯
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Scroll to the bottom and click "The printer I want isn't listed"

-Click on Select shared printer by name

-Type in \\uniflow\ in the field and choose your department's name from the list of printers that populates

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	Find O My O Find O Sele	a printer by other options printer is a little older. Help me find it. d a printer in the directory, based on location or feature ect a shared printer by name		
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		\\uniflow\Business_2nd_floor		Cancel
		\\uniflow\Business_5th_floor		
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-Click Next after it installs the driver

-Check the set as default printer box if you want the copier as your default and Click Finish