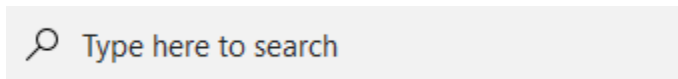


How do I add a printer on my work laptop or desktop computer?

Click on the Windows Icon on the bottom left of your desktop...



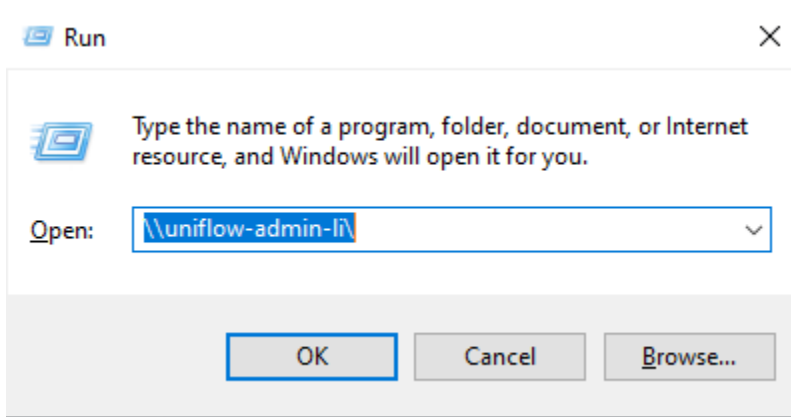
Type the word “**Run**” in the ‘Type here to search’ box...



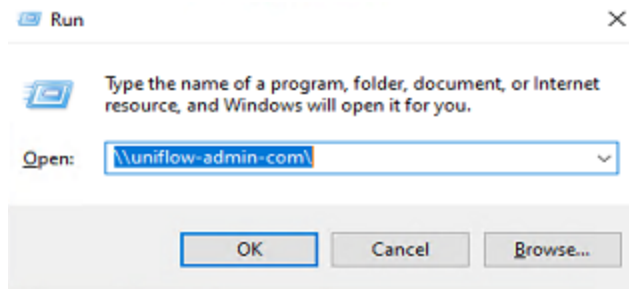
and it will appear as a highlighted option above and hit **Enter**.

Once the Run Dialogue Box appears, you can click in the empty field and type in a path depending on your location:

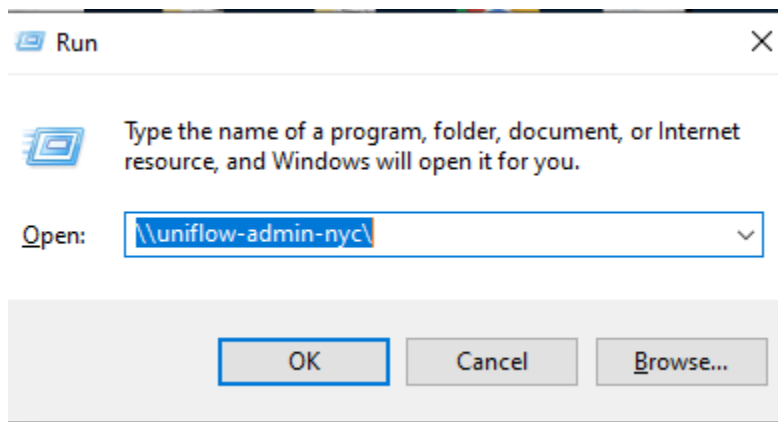
Long Island: <\\uniflow-admin-li>



NYCOM: <\\uniflow-admin-com>



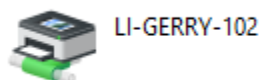
NYC: [\\uniflow-admin-nyc](#)



Click **OK**.

You will see another box open up with many printers to choose from:

For example:



LI – First Part indicates the Campus location

102 – Third Part indicates the Room Number (Where the Canon is located in or next to)

LI-GERRY-102 on uniflow-admin-li

Printer Document View

Document Name	Status	Owner	Pages	Size	Submitted

The next time you attempt to print you will now see that printer as a choice.

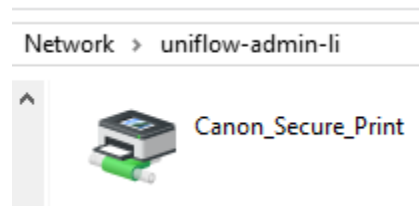
To set a printer as your Default Printer follow these steps:

Click on the **Windows Icon** button (Bottom Left of your desktop screen) and then click on **Settings**. Go to **Devices > Printers & scanners** > select a printer from the list > **Manage**. Then click on **Set as default**.

Non-Confidential Direct Printing:

When you are printing something non-confidential you may use direct printing where the print job prints as soon as you process the job.

Canon Secure Print:



When you are printing something **confidential** it is best to use this feature since the document you are printing will **not** be released until you go to the canon swipe your NYIT ID card or enter your NYIT username and PW via the touch-screen on the Canon unit in order for the print job to be released. Also when you use Canon Secure Print you will be able to access, view and print your print jobs from any of the Canon Printers on campus.

If you need further assistance please contact Service Central at 516-686-1400 or email us at servicecentral@nyit.edu.