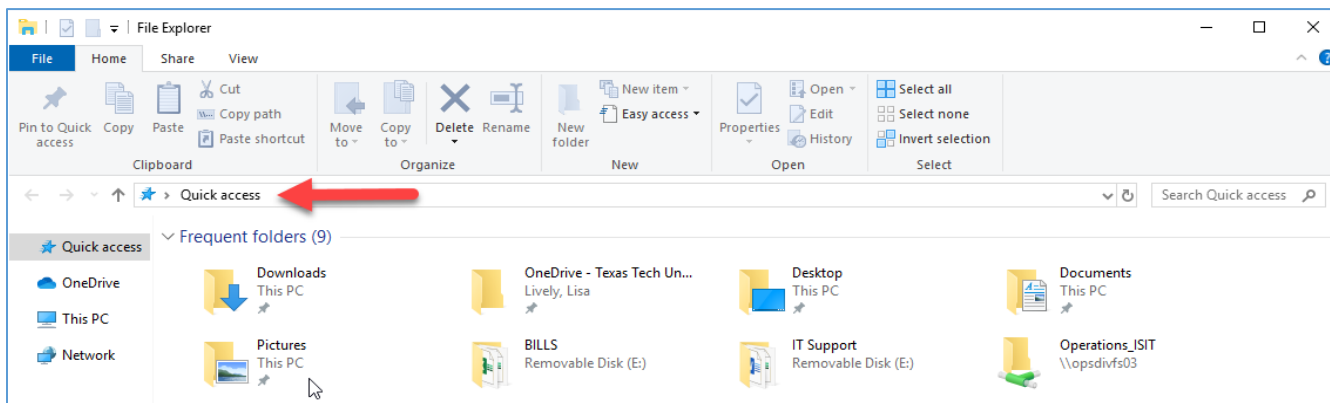


Print Server Accessibility:

1. Click on the picture of a File Folder in your toolbar.

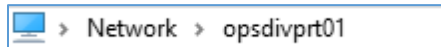


2. The file explorer will open



3. Type in the path to get to the Print Server (area where the Red arrow is above)

[\\opsdivprt01](#)



4. You will now see a list of all the Networked Printers we have. Double click the one you want to add.

Xerox Altalink 8045 - Room 7	Xerox Altalink 8045 - Room 7
Xerox AltaLink 8065 - Room 119	Xerox AltaLink 8065 - Room 119
Xerox AltaLink C405 - Room 155 Hallway	Xerox AltaLink C405 - Room 155 Hallway
Xerox AltaLink C8030 Grantham - Room 105	Xerox AltaLink C8030 - Grantham - Room 105
Xerox Altalink C8035 - Room 3J	Engineering Services Room 3J
Xerox Altalink C8035 - Room 120	Planning and Admin - Room 120
Xerox AltaLink C8035 - Warehouse	Xerox AltaLink C8035 - Warehouse
Xerox AltaLink C8035 MFP - CHACP2	Xerox AltaLink C8035 MFP - CHACP2
Xerox AltaLink C8035 V4 PCL6 - CHACP1 Downstairs	Xerox AltaLink C8035 V4 PCL6 - CHACP1 Downstairs
Xerox AltaLink C8045 - Room 213 - CHACP1	Xerox AltaLink C8045 - Room 213 - CHACP1
Xerox Phaser 3260 - Room 101A	Xerox Phaser 3260 - Room 106A