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## Access a printer at a different site in Windows

Brandon Allen - 2024-10-16 - Infrequently Asked Questions (iFAQs)

## Access a printer at a different site in Windows

1. Select Start > Settings > Bluetooth & devices > Printers & scanners.

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F	<b>Q</b> printers & scanners		
	← All Apps Documents Settings	People Folders Photos  F	
	Best match		
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	Settings	Printers & scanners	
	Add a printer or scanner	System settings	
	Let Windows manage my default > printer	C Open	
	Change advanced color > management settings for displays,		
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 Wait for it to find nearby printers, then scroll down to the bottom of the list and click Add manually next to The printer that I want isn't listed.

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7	Apps Accounts	🛱 OneNote (Desktop)	,
	5 Time & language	Printer preferences	
	<ul> <li>Gaming</li> <li>Accessibility</li> </ul>	Let Windows manage my default printer	0n <b>()</b>
	<ul> <li>Privacy &amp; security</li> <li>Windows Update</li> </ul>	Download drivers and device software over metered connections Data charges may apply	Off •
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3. In the window that pops up select the second option which should be **Find a printer in the directory, based on location or feature** and then click **Next** 



4. In the next window that pops up look for Location. By default, this will match the location you are currently in. Clear this field or change it to the location you need.

- 1. Austin Office: AUS10
- 2. Denver Office: DEN217
- 5. Click **Find Now** and look through the Search results, then double click on the printer you need.

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6. The printer will be added to your machine. Once that is done click **Next**, then click **Finish**.



If you don't see the printer, you are looking for, please <u>submit a helpdesk ticket</u>.
 Please note you will not be able to find the printers if you are working from home or remotely.