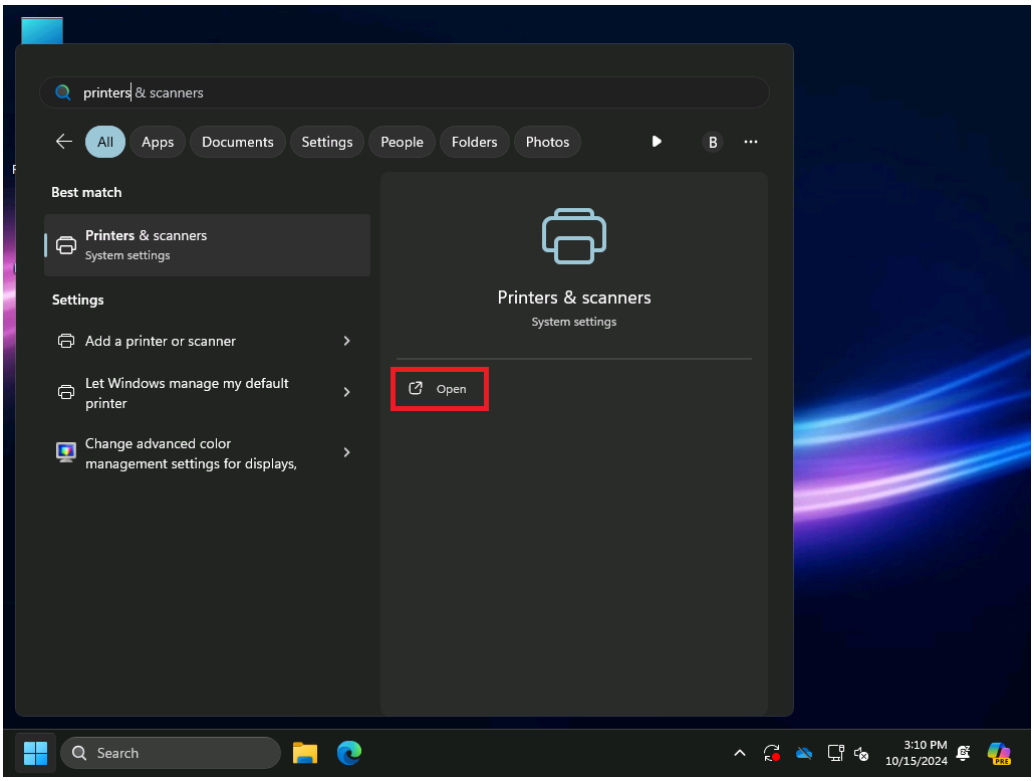
Access a printer at a different site in Windows

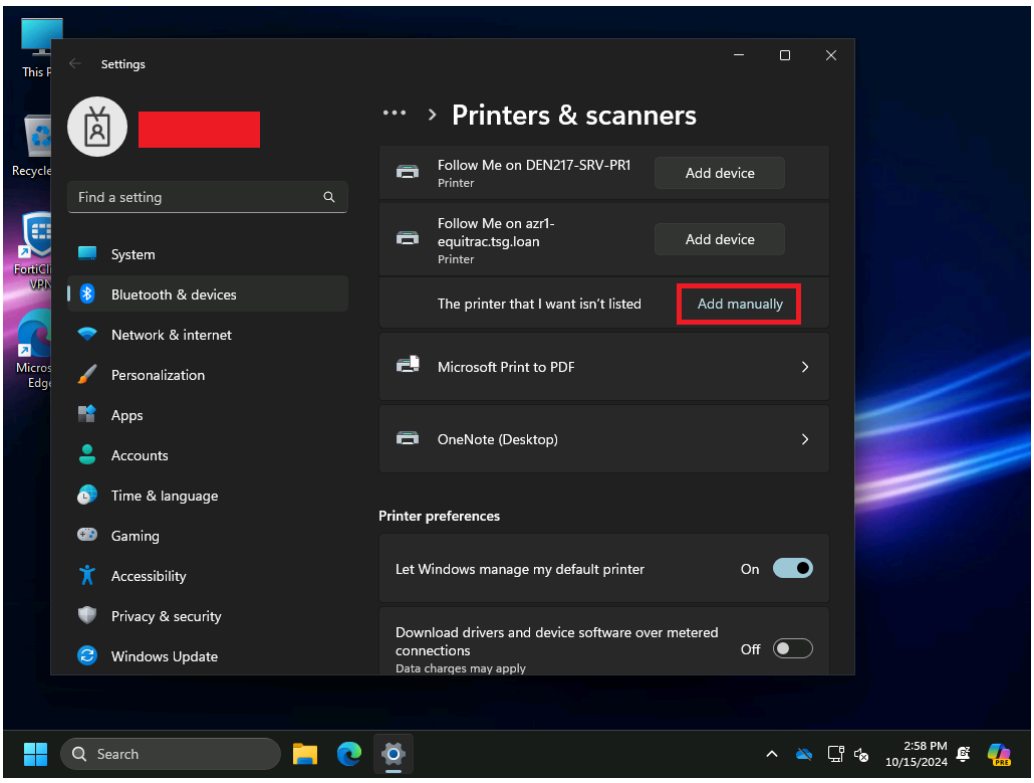
Brandon Allen - 2024-10-16 - Infrequently Asked Questions (iFAQs)

Access a printer at a different site in Windows

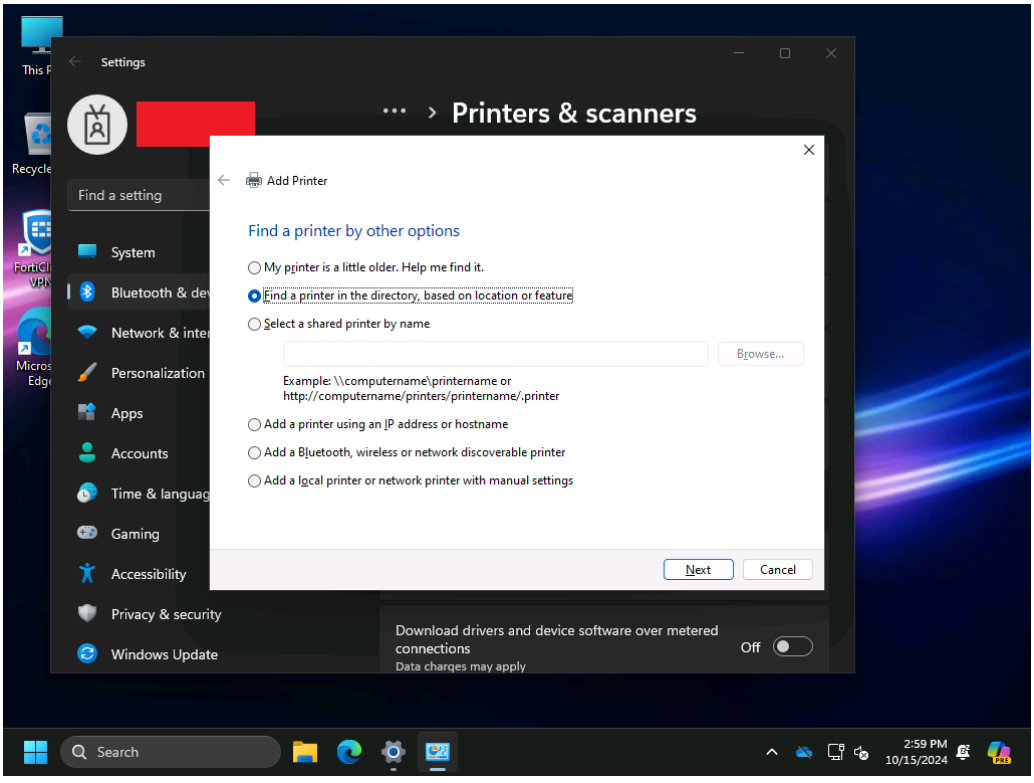
1. Select Start > Settings > Bluetooth & devices > Printers & scanners.



2. 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**.



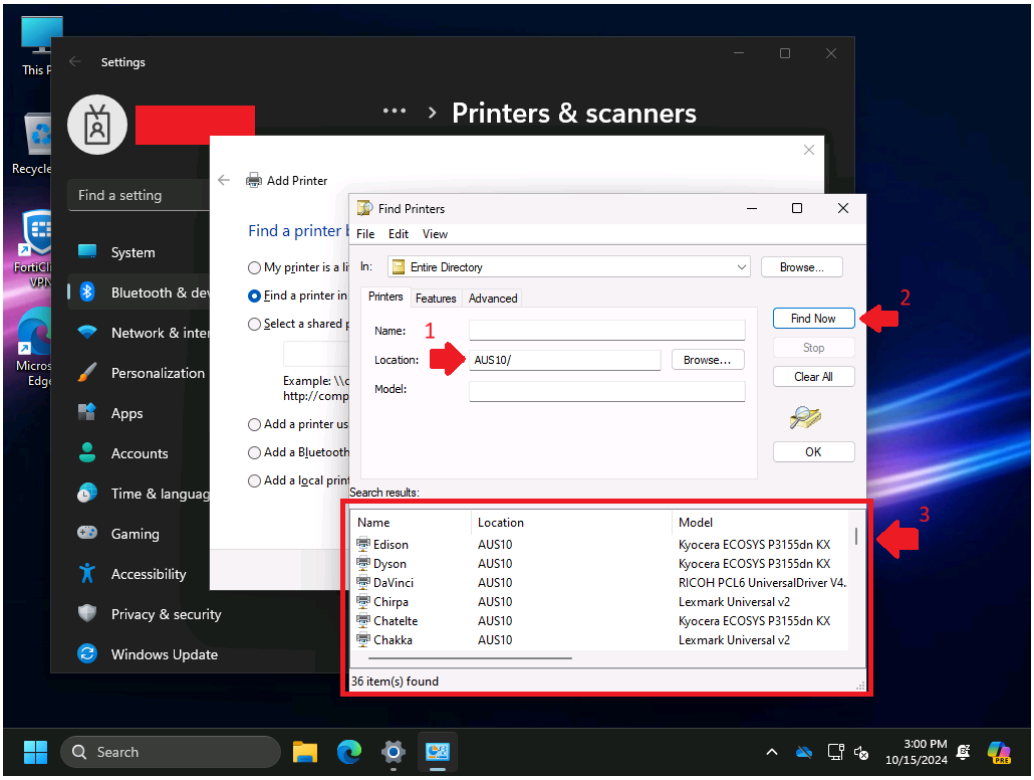
3. In the window that pops up select the second option which should be **Find a printer in the directory, based on location or feature** and then click **Next**



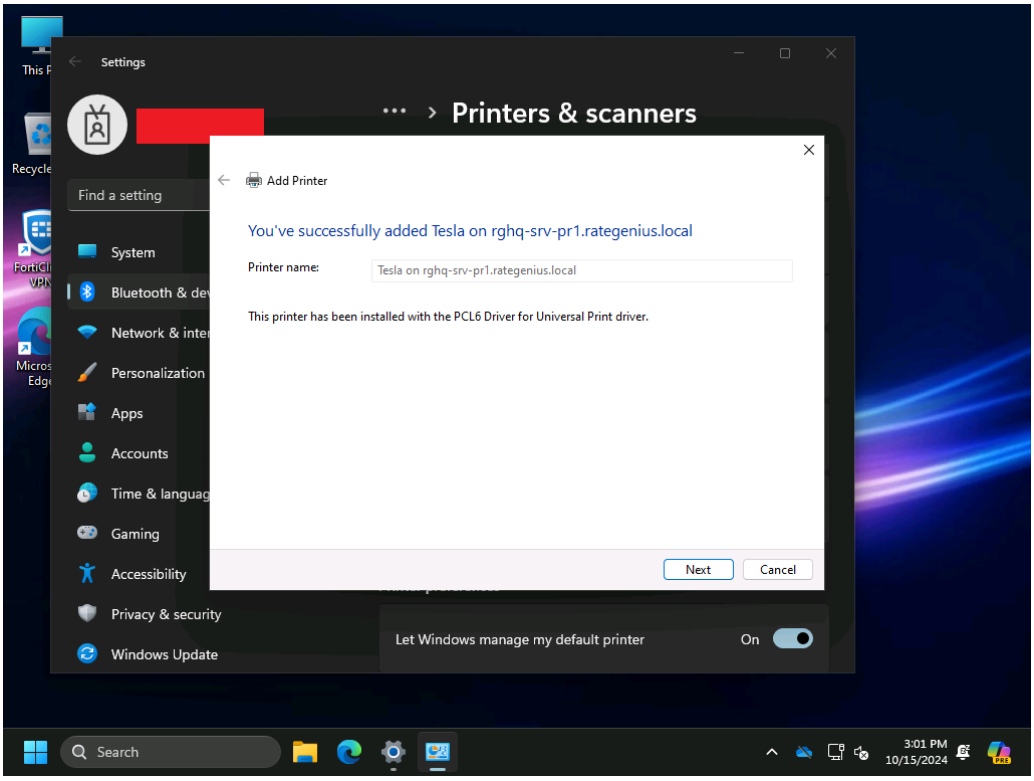
4. In the next window that pops up look for Location. By default, this will match the location you are currently in. Clear this field or change it to the location you need.

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.



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



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