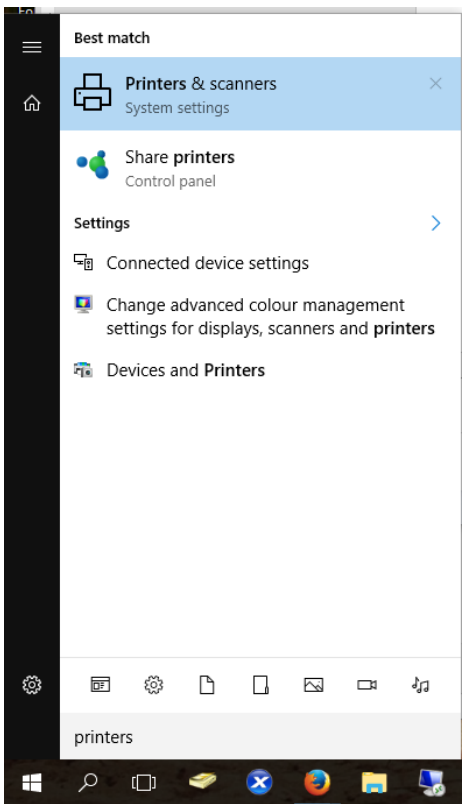
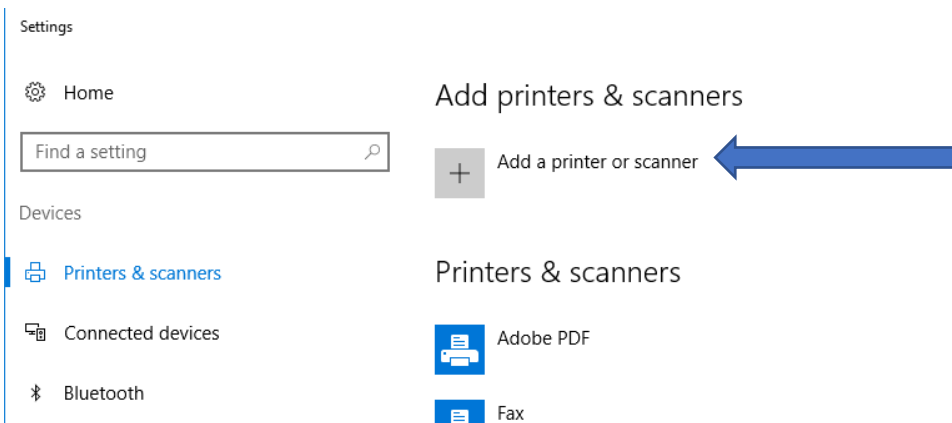


## Intalling printer to a workstation (Windows 10)

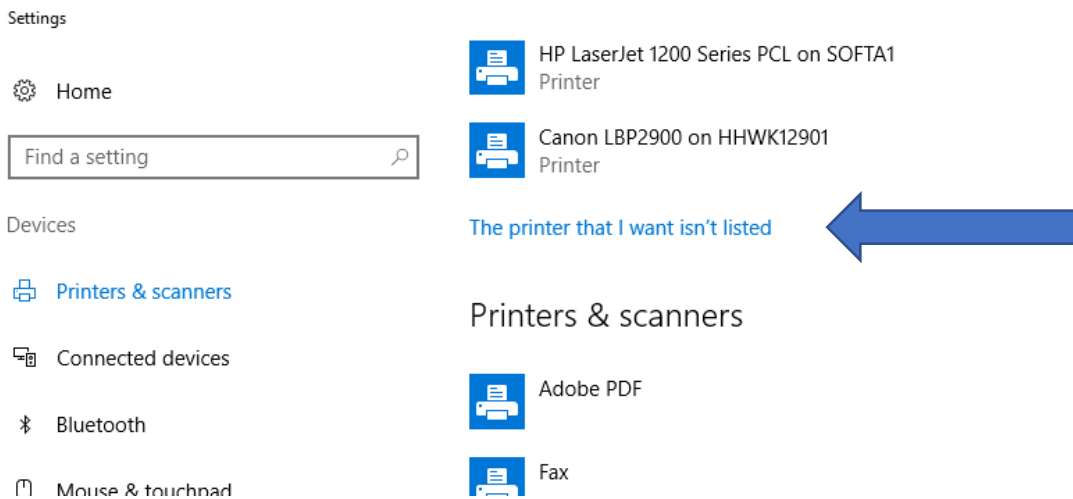
1. Click the start button, type “printers”
2. Select “printers and scanners”



3. At the top of the page, select “Add a printer or scanner”



4. Next, scroll the list down to the point where you see “the printer that I want isn’t listed” Click here.



5. Select “Select a shared printer by the name”

6. When sitting on a student workstation type [\\print64-oppi](#)

(If on a staff computer [\\print64-henki](#))

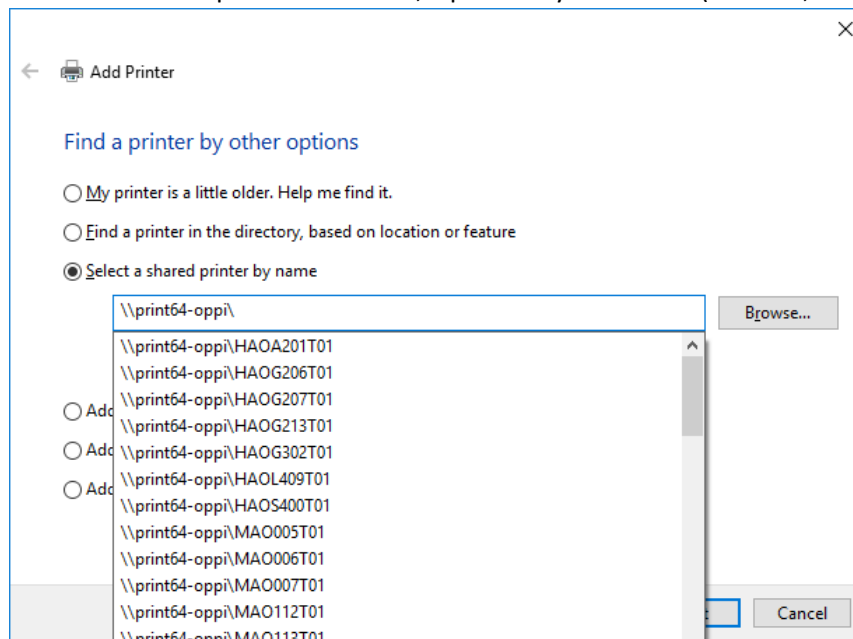
a list should open. Find your printer.

First two letters signify the campus

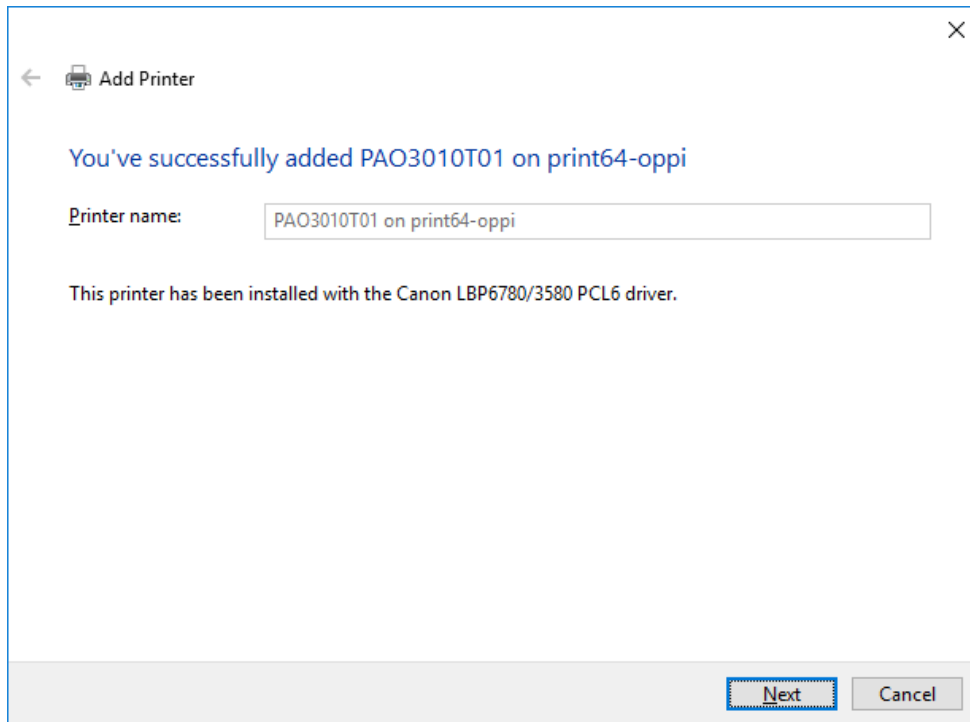
(HA - Haaga, MA - Malmi, PA – Pasila, PO Porvoo, VI – Vierumäki) (third letter O – H signifies either staff (H) or Students (O))

Next is the room the printer is in. For example:

PAO3010T01 is a printer in PASILA, Open study area 3010 (3<sup>rd</sup> floor, Pasila campus)



7. Click "Next"



8. Click "Next"