

Staff,

We have new servers at Two Rivers and you will have to reinstall your network printers on your Windows computer in order to print.

Follow the below directions to install a network printer on your computer.

After you finish installing your new network printers, you must remove your old network printers by selecting them in the Printers and Scanners folder and clicking the Remove device button. Any old printers will be listed as on **2rivers.dc.crec.org** and will need to be removed. Any new printers will be listed as on **TR-FS.crec.org** and should not be removed. See illustration below, which allows you to identify the printer listing name.

To Install a CREC Network Printer in Windows 10

1. Click the **Windows Start button**, then type the word **printers** and click on the **Add a printer or scanner** option to go to the Printer settings.
2. Select the **+Add a printer or scanner** option. Wait a moment for Windows to find and list the CREC network printers, then scroll down the page and click on the 2 Rivers Printer you want to add, and then select **Add device**.
3. Wait for the printer software to install and then the printer will be added to your system. You can repeat the above steps to add additional printers.

Please enter a support ticket if you require assistance.

