

How to Add a BW Printer to your Computer

This document explains how to add a BW Printer to your computer or virtual desktop.

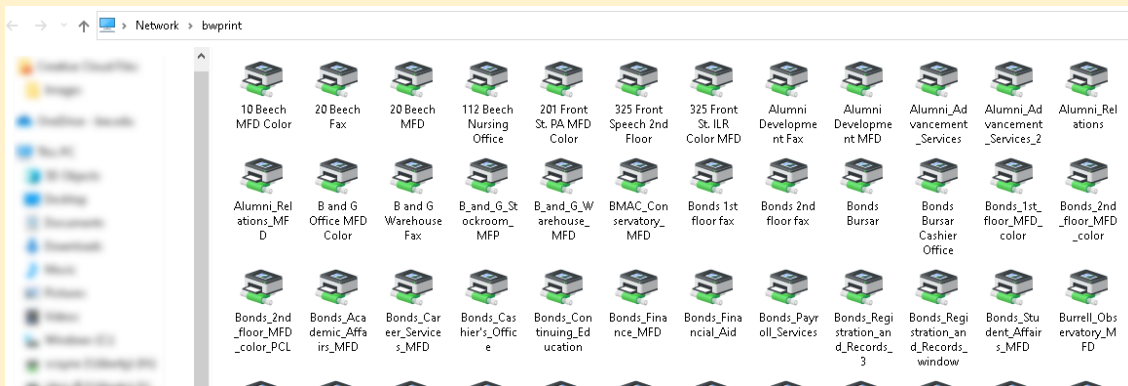
IMPORTANT: Your computer must be connected to the Baldwin Wallace Network.

1. In the space labeled *Type here to search* type [\\bwprint](#)
2. Press **Enter**

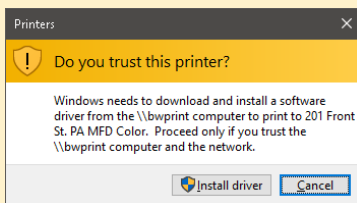


IMPORTANT: Remember to use two backslashes. The backslash key is located above the enter or return key.

3. A window displaying all network printers will open. Locate the printer you wish to add to your printer and double-click it.



NOTE: If you are prompted with a popup window asking **“Do you trust this printer”** click **Install driver**.



This printer is now added to your computer and will be available to select when you print.

Contact Baldwin Wallace University IT Support at (440) 826-7000 or helpdesk@bw.edu if you have trouble adding a BW Printer to your computer.