

To add printer for virtual work station.

1. In word, go to print.
2. Under Printer, click the arrow to the right of the printer that is listed.
3. Click on Add Printer if the printer you want is not listed.
4. For the printer put the three letter name of the site (i.e. NIC)
5. Then click Find Now.
6. The printers for the site will be listed in the search results.
7. Select the printer for the room you are in by double clicking on it