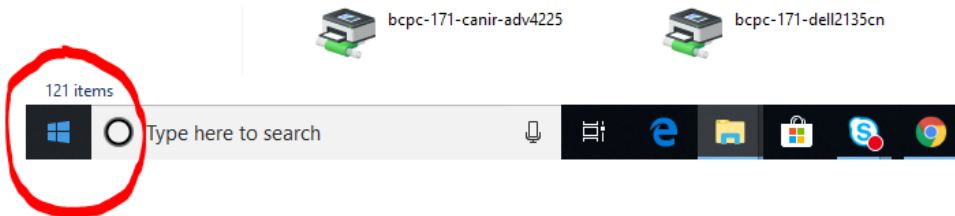


Installing Printers

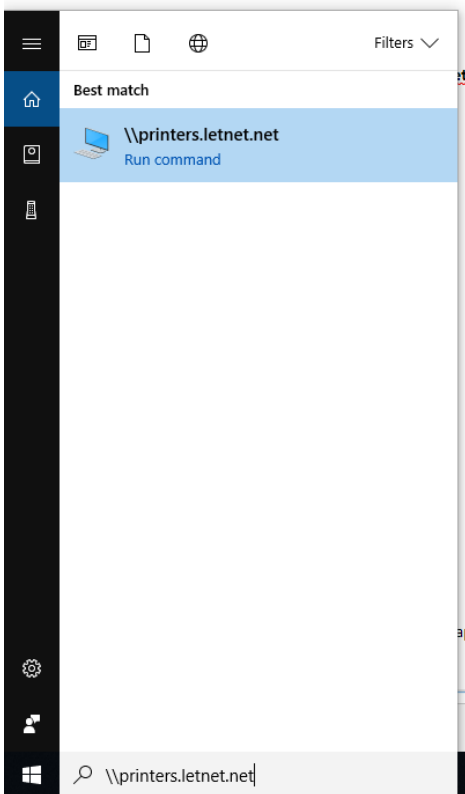
This article covers the process of how to connect to a printer at LETU. IT is **not** needed to follow this self-service process.

Step-by-step guide

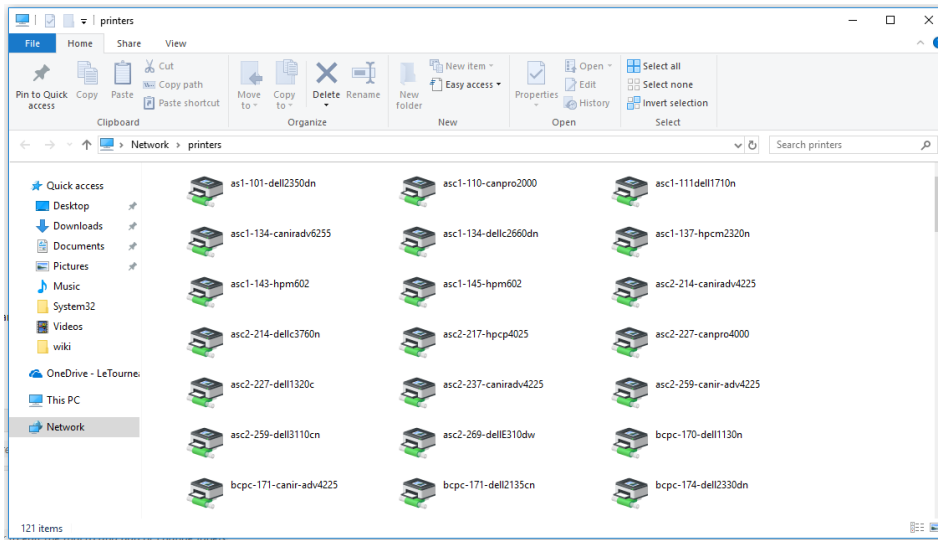
1. Start by pressing the windows key or clicking the icon.



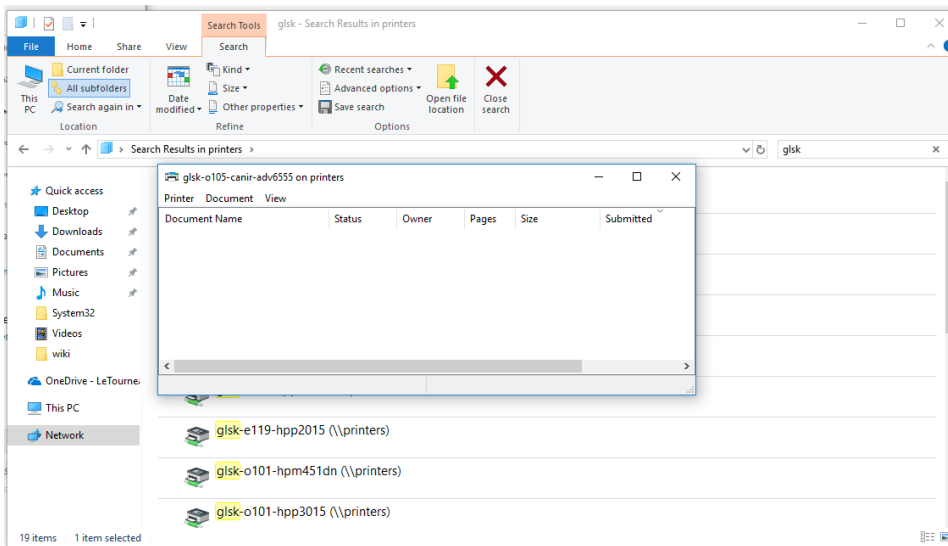
2. Then you type into the search bar: `\\printers.letnet.net`



3. Then press **Enter** and the following screen should appear in the middle of your screen.



4. Scroll down and select the printer you wish to connect to (named by building/room number).
5. Double-click the printer that you want to connect to and then you will see a screen like this after installing:



6. Once you see this screen the printer is installed and you should be able to print to it.
7. If you are having issues finding the name of the printer you wish to connect to, make sure that you physically look at the printer for a label that may indicate its name.
8. If you encounter any issues, please call the IT Help Desk at 903-233-3500.

NOTE: The printers at the Houston offices are on a different server. Type in [\\hou-vhost.letnet.net](https://hou-vhost.letnet.net) in the search bar instead of [\\printers.letnet.net](https://printers.letnet.net) to find the printer that the staff in Houston would like to connect to.