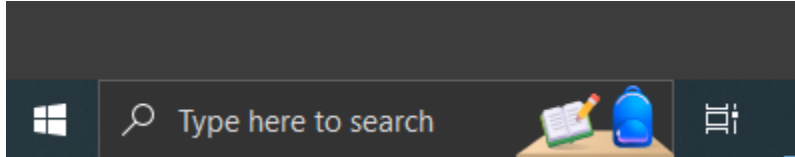# How to Remove and Install Network Printers
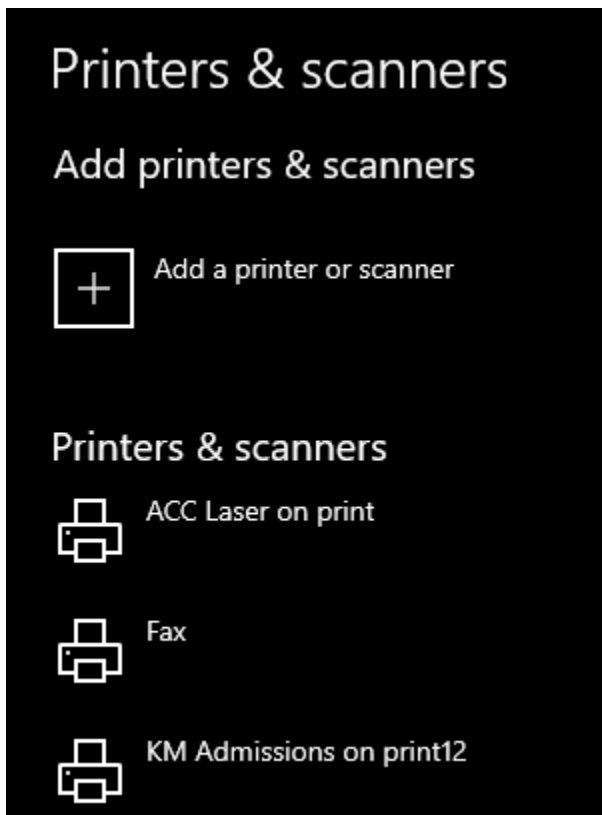
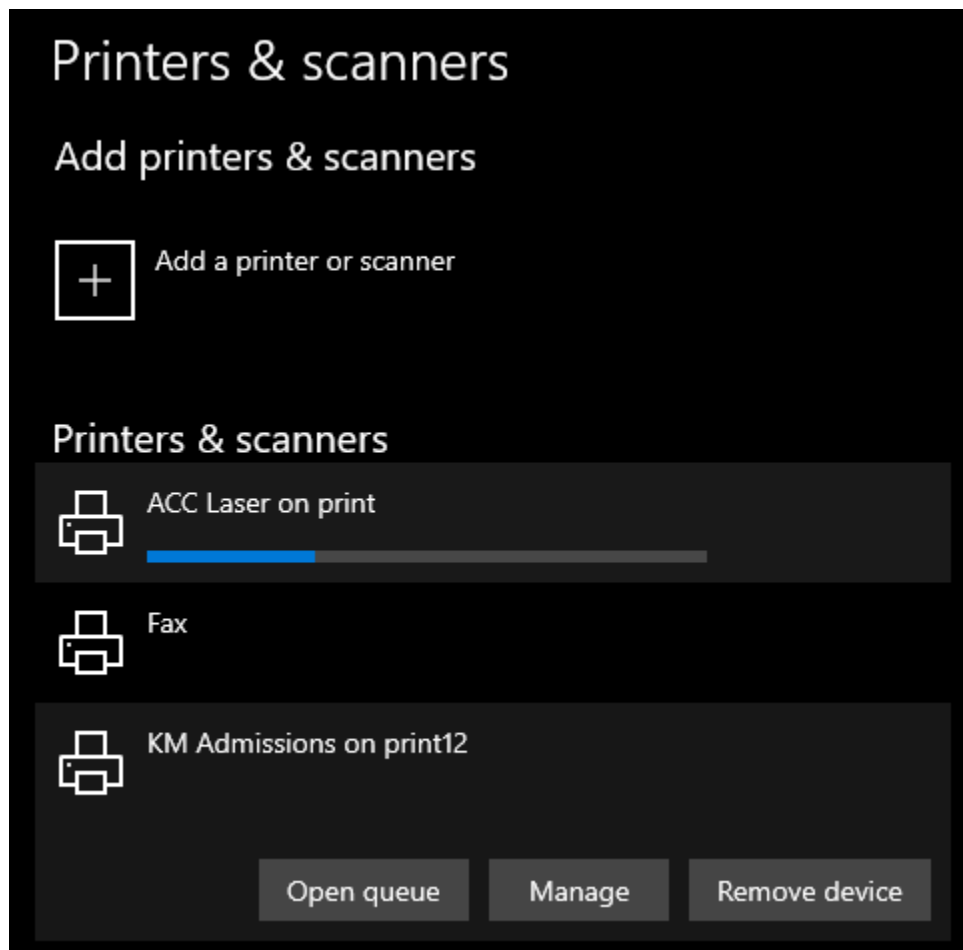*You must be on campus to install new printers.

Removing Printers

In the lower right corner by the start menu on a windows machine, type in the search box "Printers" and click on the icon "Printers & Scanners".

A new window will appear that lists all the Printers & scanners. You will be looking for the printers that are listed with "on print12. Example: "KM Admissions **on print12**"

You will click that printer and options will appear below it. You will select "Remove device".

Once you click "Remove device" a new window will appear stating "Are you sure you want to remove this device?" You will select the "Yes" button.

Printer will be removed, and you can repeat this process with any other printer that is listed "**on print12**".
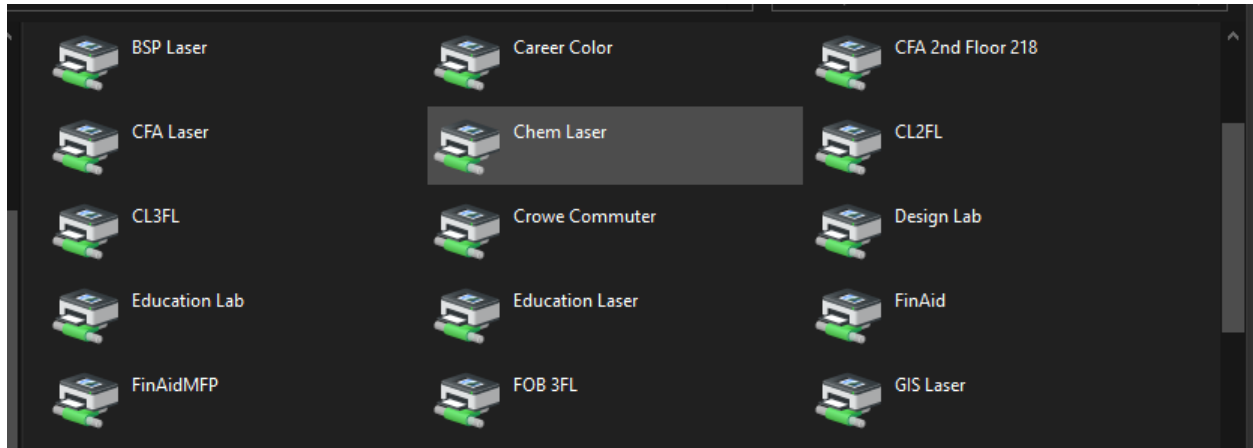
Once the printers are removed, we will add the new printers.

Install New Printers

In the lower right corner by the start menu on a windows machine, type in the search box "\\print" and press enter. Make sure to use backslashes "\". Typically, the key above the enter key.
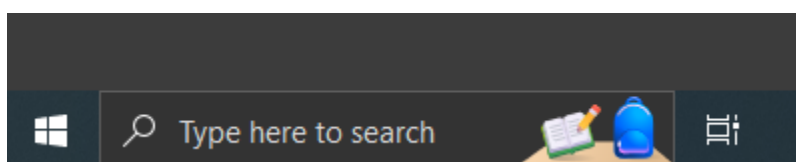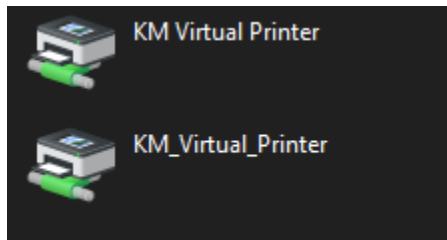
The window that appears will be populated with printers for you to add.

Scroll down and find the printer that you wish to install and double click it to add the printer.

Please note there are two printers with similar names. "KM Virtual Printer" and "KM_Virtual_Printer". The first one is to be used by Window machines and the second is used by Mac users.

These printers are the printers you will use when you want to print to the cloud and pick up at any KM printer on campus by swiping your ID card.

You can always use the web print portal to upload documents: https://papercut.hanover.edu.

If you have any issues, restart your computer then follow the above steps. You can also call the helpdesk to troubleshoot at (812) 866-6899 or email at helpdesk@hanover.edu.