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.