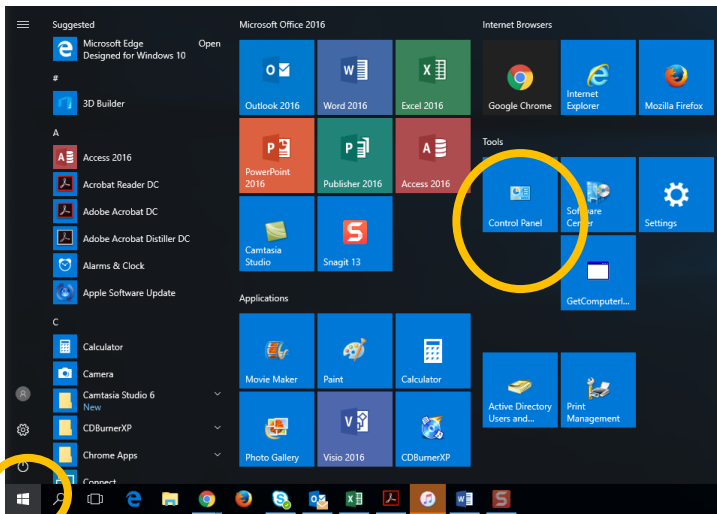




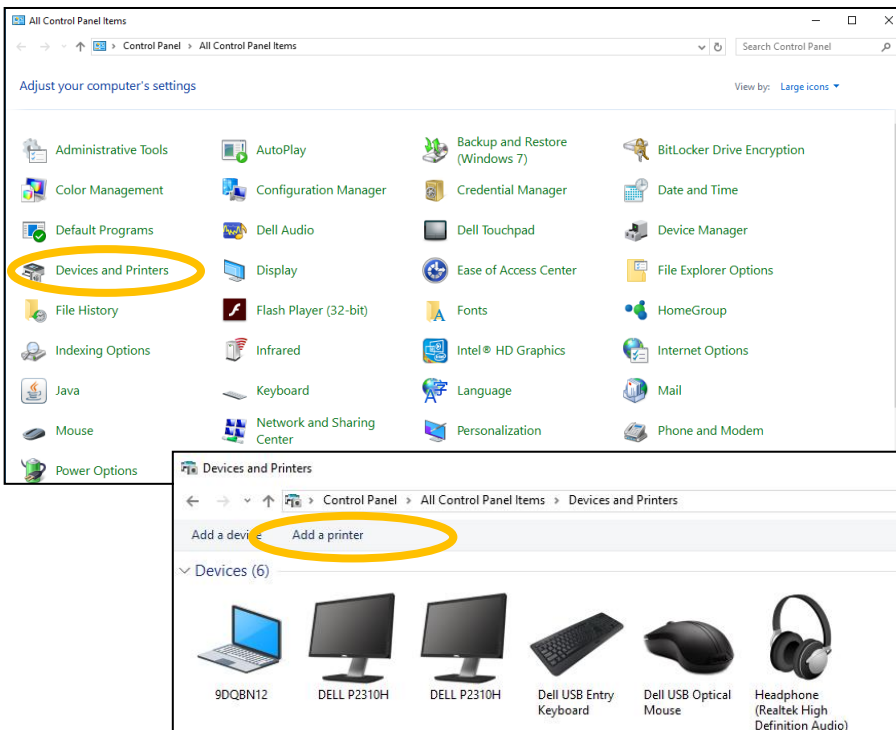
Add a Printer

(through Control Panel)

Please check to make sure you have permission to print to the printer before adding.



1. Click on the **START** button to bring up the tiles in Windows 10. Under the Tools section, locate the **Control Panel** tile.



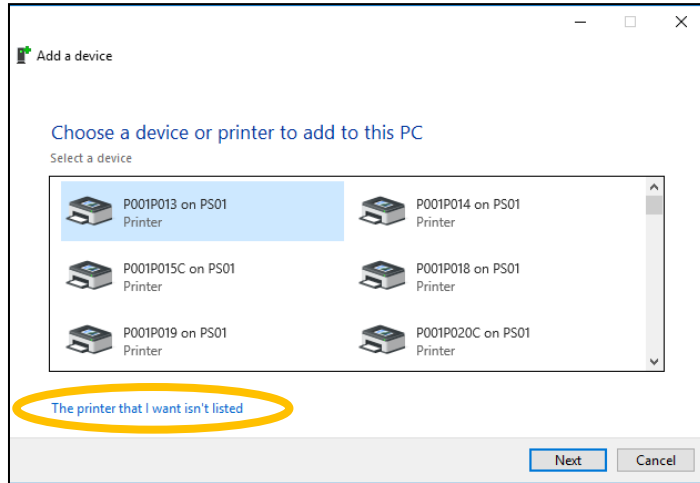
2. Click on **Devices and Printers**.
3. Click on **Add a printer**



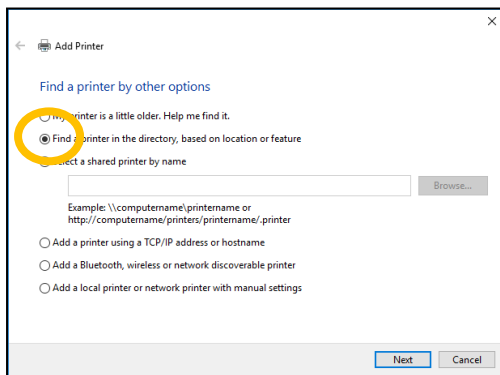
Add a Printer

(through Control Panel)

Please check to make sure you have permission to print to the printer before adding.

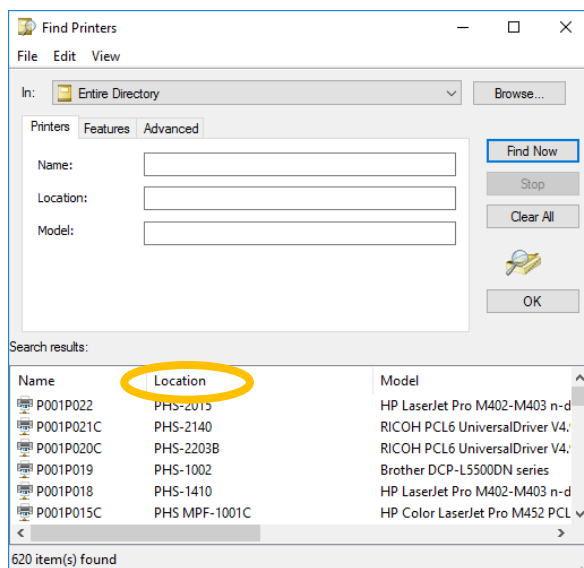


4. Click on one of the printers shown or click on **“The printer that I want isn't listed.”**



5. Select the option **“Find a printer in the directory, based on location or feature.”**

6. Click **NEXT**.



7. The entire printer directory will be shown. Click on the word **Location** to sort by location.

8. Locate the printer needed and double click on the printer name.

9. Click **NEXT**.

10. Once the printer has been successfully installed, check or uncheck the box for **Set as the default printer**.

11. Click on **Finish**