

# Adding a Printer (Windows)

## 1. Install a Printer Automatically

**These steps require you to be connected to the wired network in the building you are attempting to add the printer.**

**WiFi will NOT show the printers for the building.**

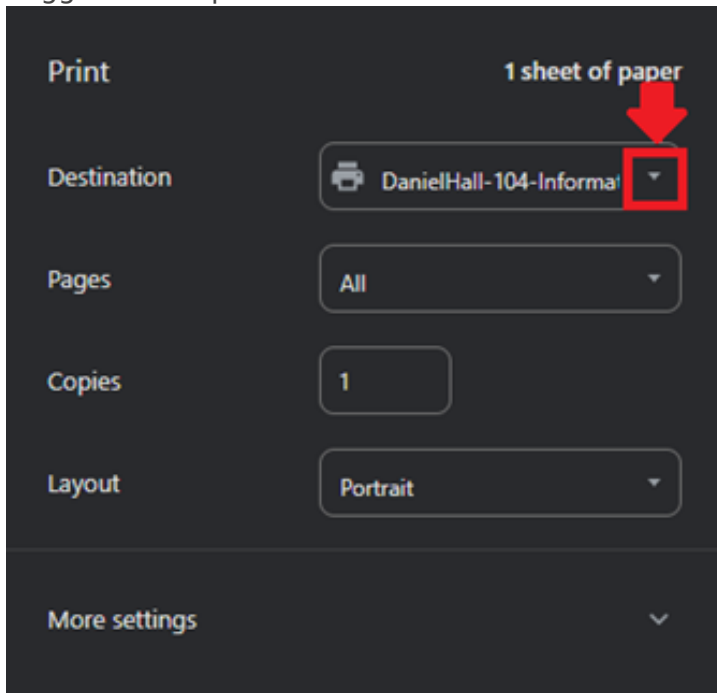
1. Open **Settings** or press **Win + I**
2. Select **Bluetooth & Devices**
3. Select **Printers and Scanners**
4. Select **Add Device**
5. Select **Search for Devices**
6. Select **USB or Network**, located next to '**Show Printer and scanners associated with my**'
7. Select a printer from the list or use the search box to search for a printer
  - It is recommended to search for printers by using the room number
8. Once you've located the printer you wish to use, select **Add Device**
9. Your computer will take a moment to install the printer
  - **IMPORTANT:** Do not navigate away or click anything else until the printer says ready.

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## 2. Printing Documents

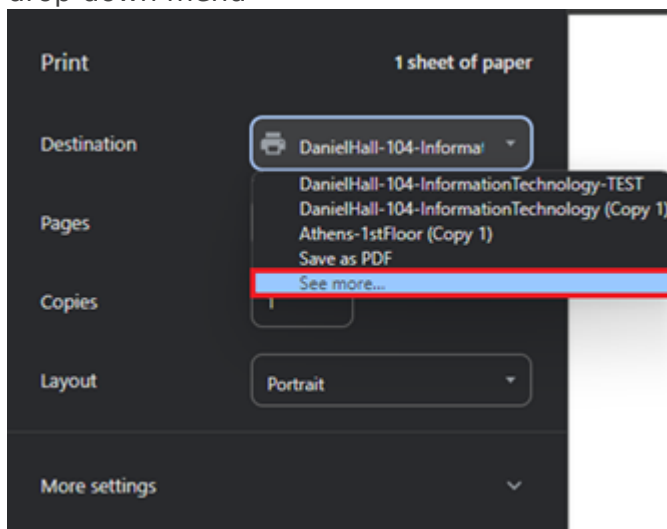
1. Use **CTRL + P** to print

2. Toggle the drop-down next to **Destination**



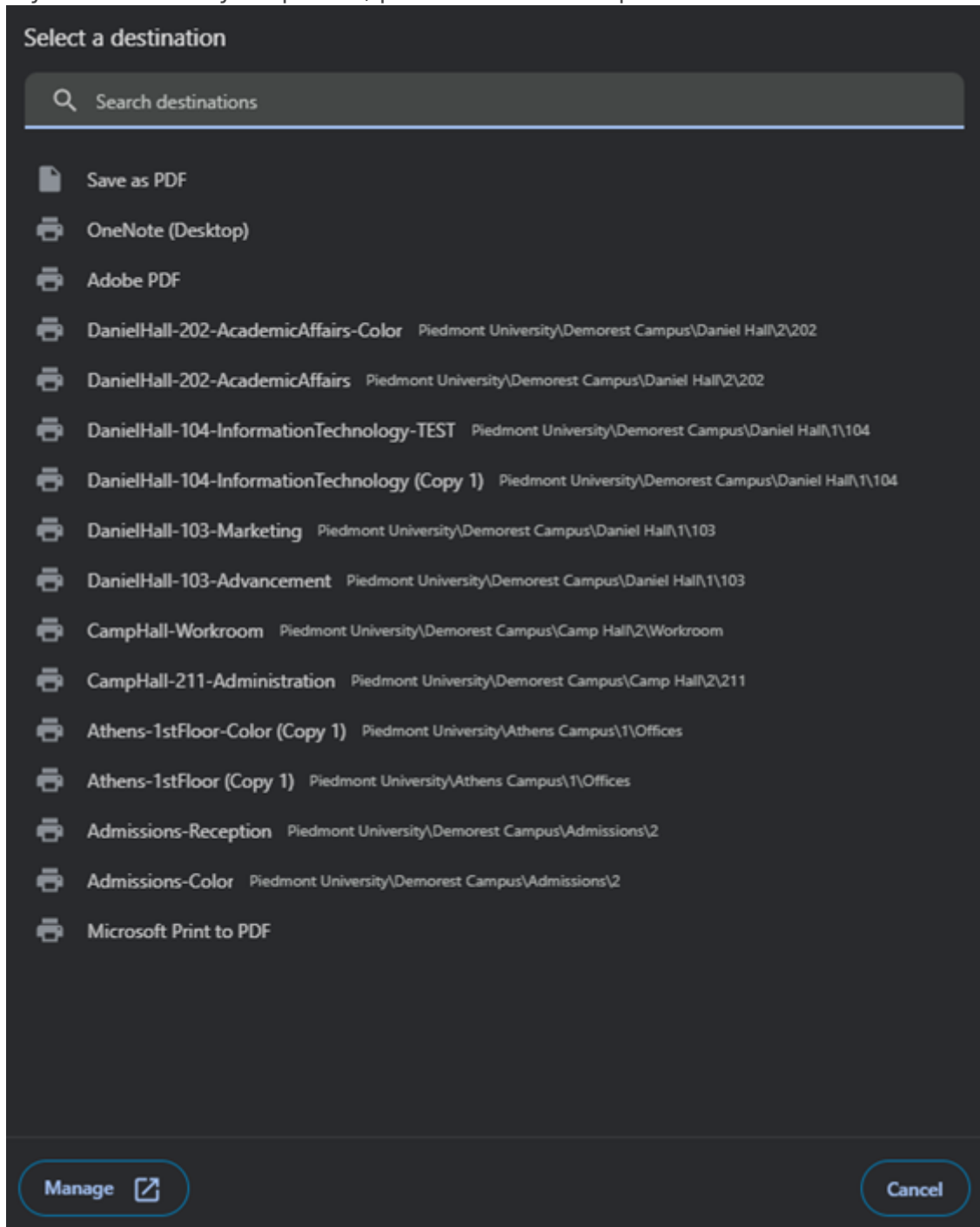
3. Select the printer that you added in the previous section.

- If you do not see your printer, you may need to select **See More** from the drop-down menu



4. A new page will open containing a full list of printers.

- If you do not see your printer, please submit a helpdesk ticket.



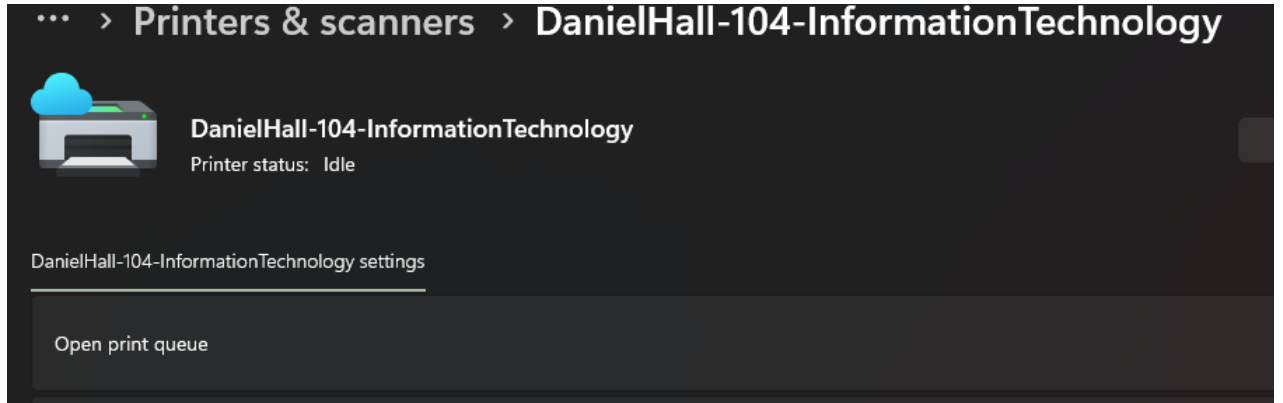
5. Once you've selected your printer, select **Print** to send the document to the printer.

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## 3. Troubleshooting

1. If you are having issues printing, try removing and re-adding the printer.
  1. Open **Settings** or press **Win + I**
  2. Select **Bluetooth & Devices**
  3. Select **Printers and Scanners**
  4. Select the printer that you are attempting to print from.

5. Click "Remove."



6. To reinstall the printer, follow the instructions above in section "I. Install a printer."

2. For all other issues please submit a helpdesk ticket

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