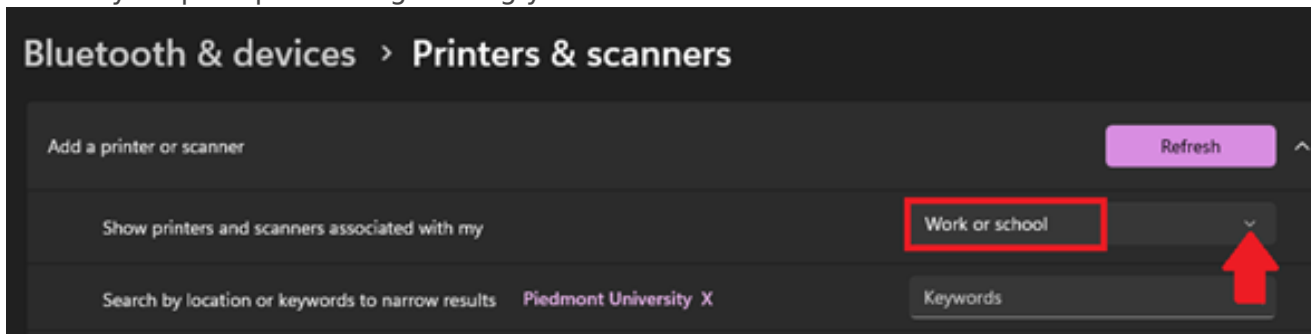


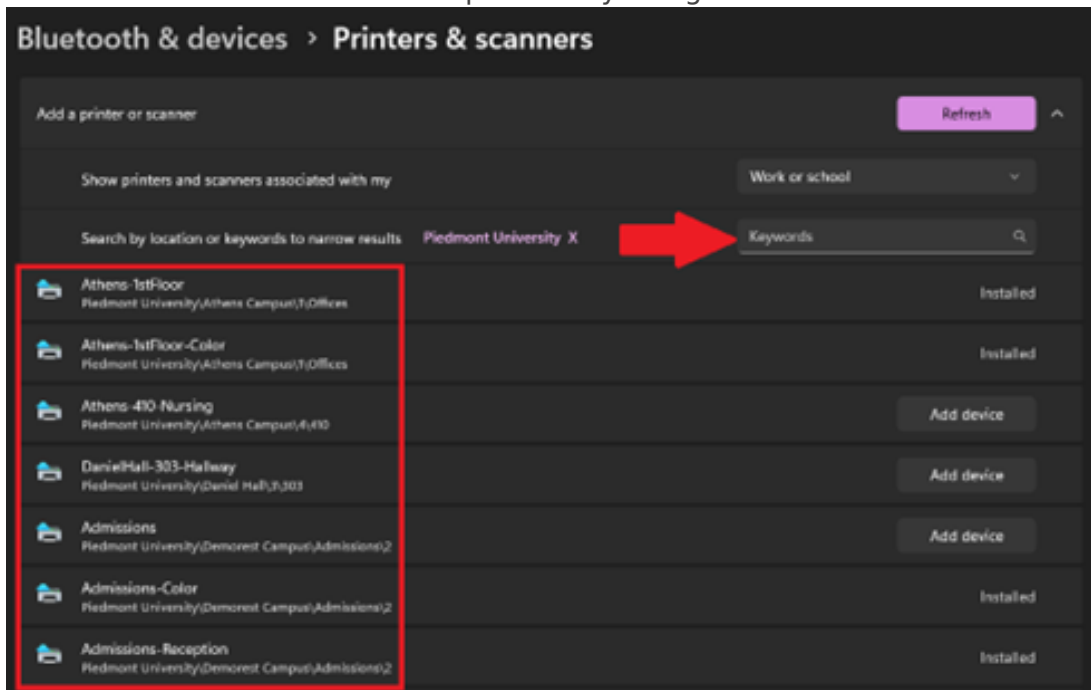
Universal Print (Windows)

1. Install a Printer

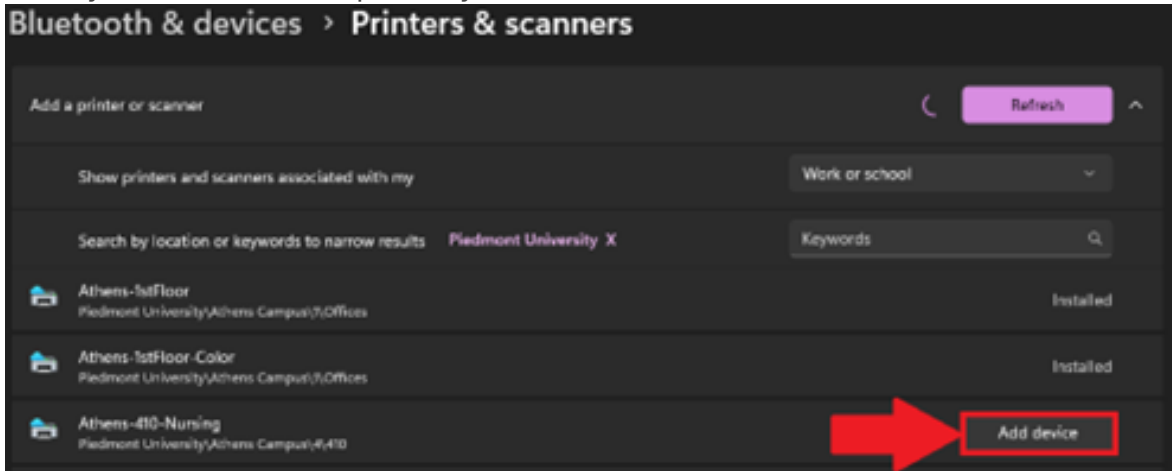
1. Open **Settings** or press **Win + I**
 2. Select **Bluetooth & Devices**
 3. Select **Printers and Scanners**
 4. Select **Add Device**
 5. Select **Search for Devices**
 6. Select **Work or School**, located next to 'Show Printer and scanners associated with my'
- If you do not see **Work or School**, please see the troubleshooting section.
 - You may be prompted to login using your Piedmont email.



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



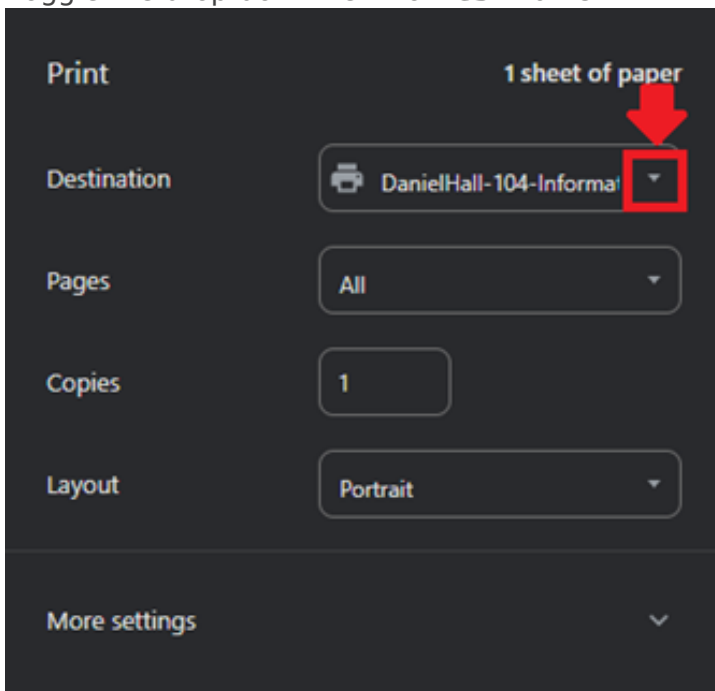
8. Once you've located the printer you wish to use, select **Add Device**



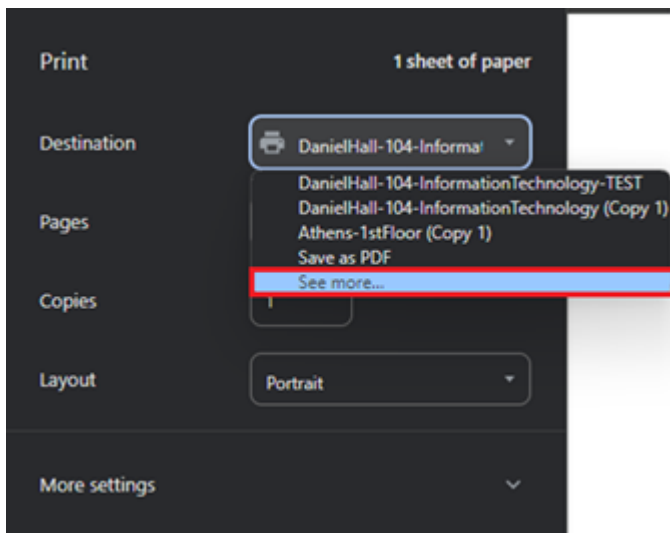
9. Your computer will take a moment to install the printer.

2. Printing Documents

1. Use **CTRL + P** to print
2. Toggle the drop-down next to **Destination**

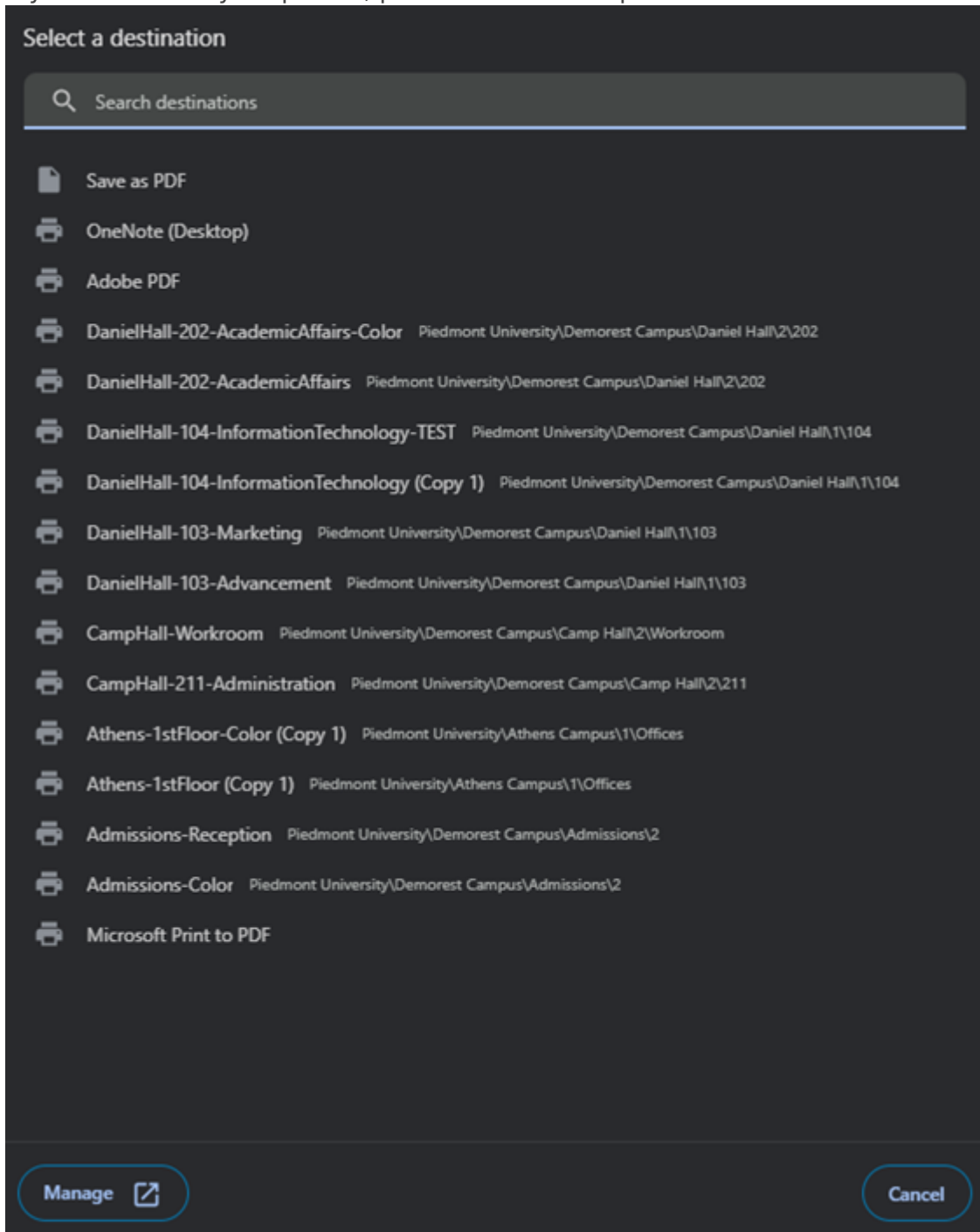


3. Select the printer that you added in the previous section.
 - If you do not see your printer, you may need to select **See More** from the drop-down menu



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

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

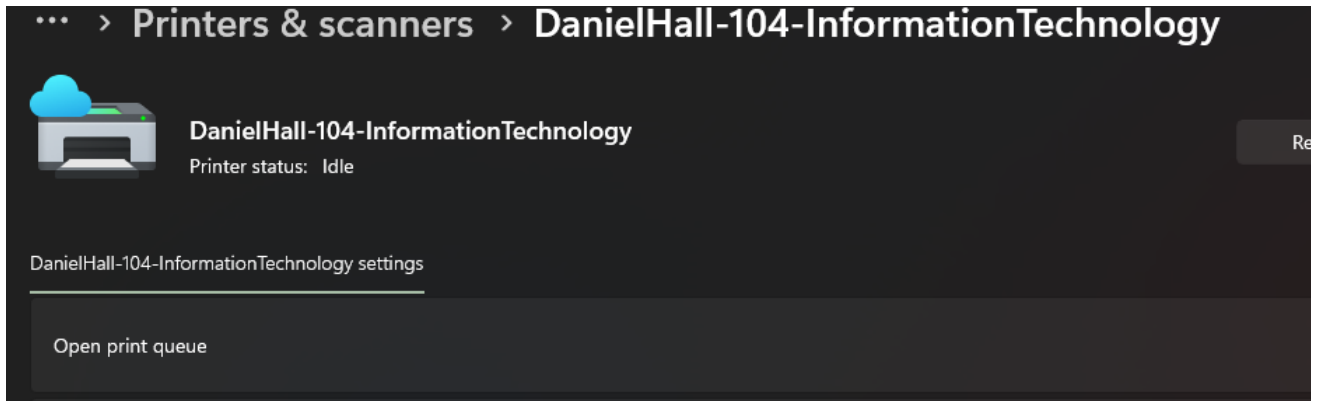


5. Once you've selected your printer, select **Print** to send the document to the printer.

3. Troubleshooting

1. Missing **Work or School** option
 - Open Windows Settings
 - Select **Accounts**
 - Select **Access Work or School**
 - Remove any account that does not contain Piedmont.intr

2. 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."
 3. For all other issues please submit a helpdesk ticket
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