

Add a Printer or Copier

1. Click Start
2. Type Printers & Scanners. Once it displays select it.
3. Click on the + Add a printer or scanner
4. Somewhere in the list of printers or scanners will be the one you are looking for. Select the one you want to install.
5. Click on Add device. The copier will install, and you can click the X in the upper right corner to exit.
6. Repeat these steps if you need additional copiers installed on your device.
7. Deselect Let Windows manage my default printer
8. To set a default printer
 - a. Click on the printer you would like to set as your default
 - b. From the selectable items that appear click on Manage
 - c. On the Mange your device screen click on Set as default
9. Click the X in the upper right corner when finished