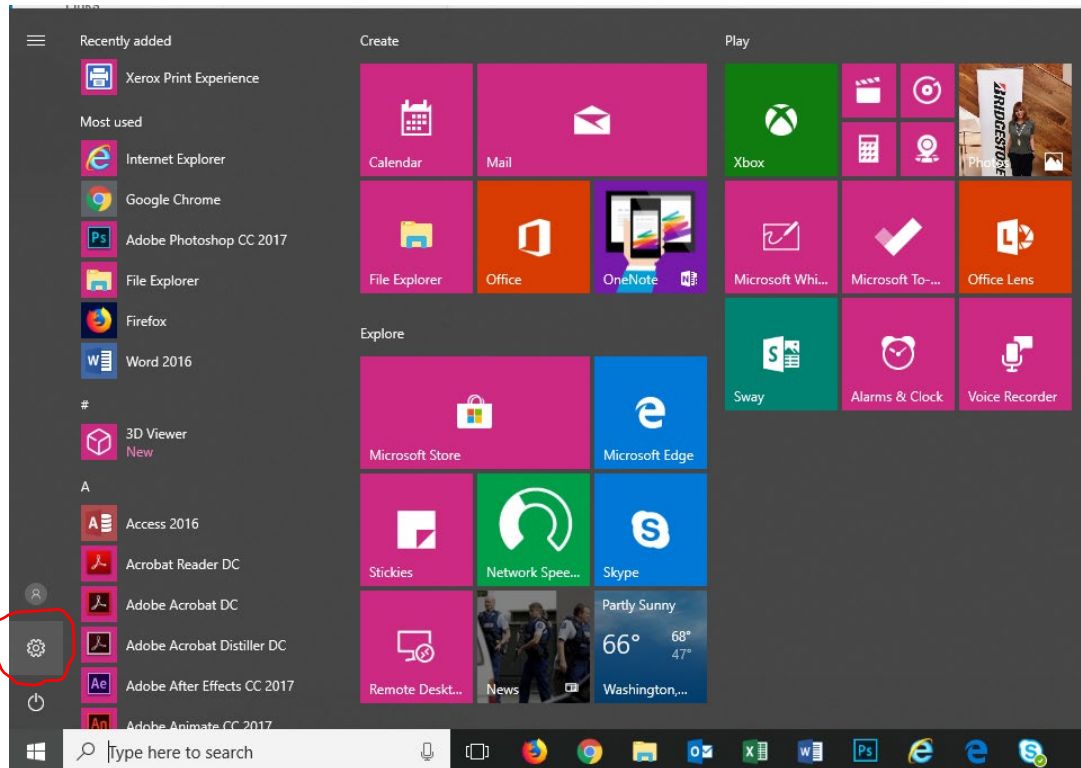


How to: Add a Printer in Windows 10

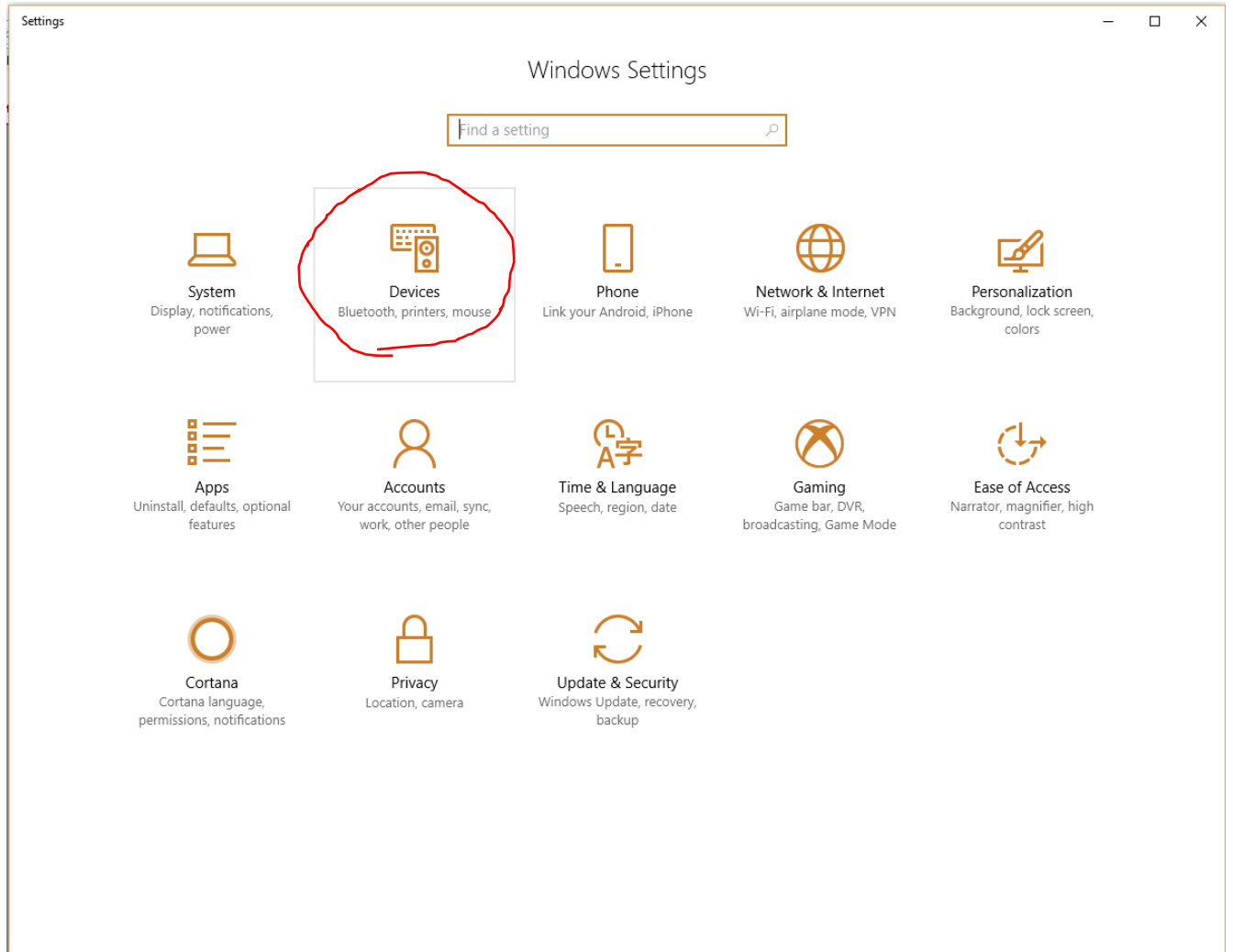
1. To begin setting up your printer, click on the “windows” button as shown below



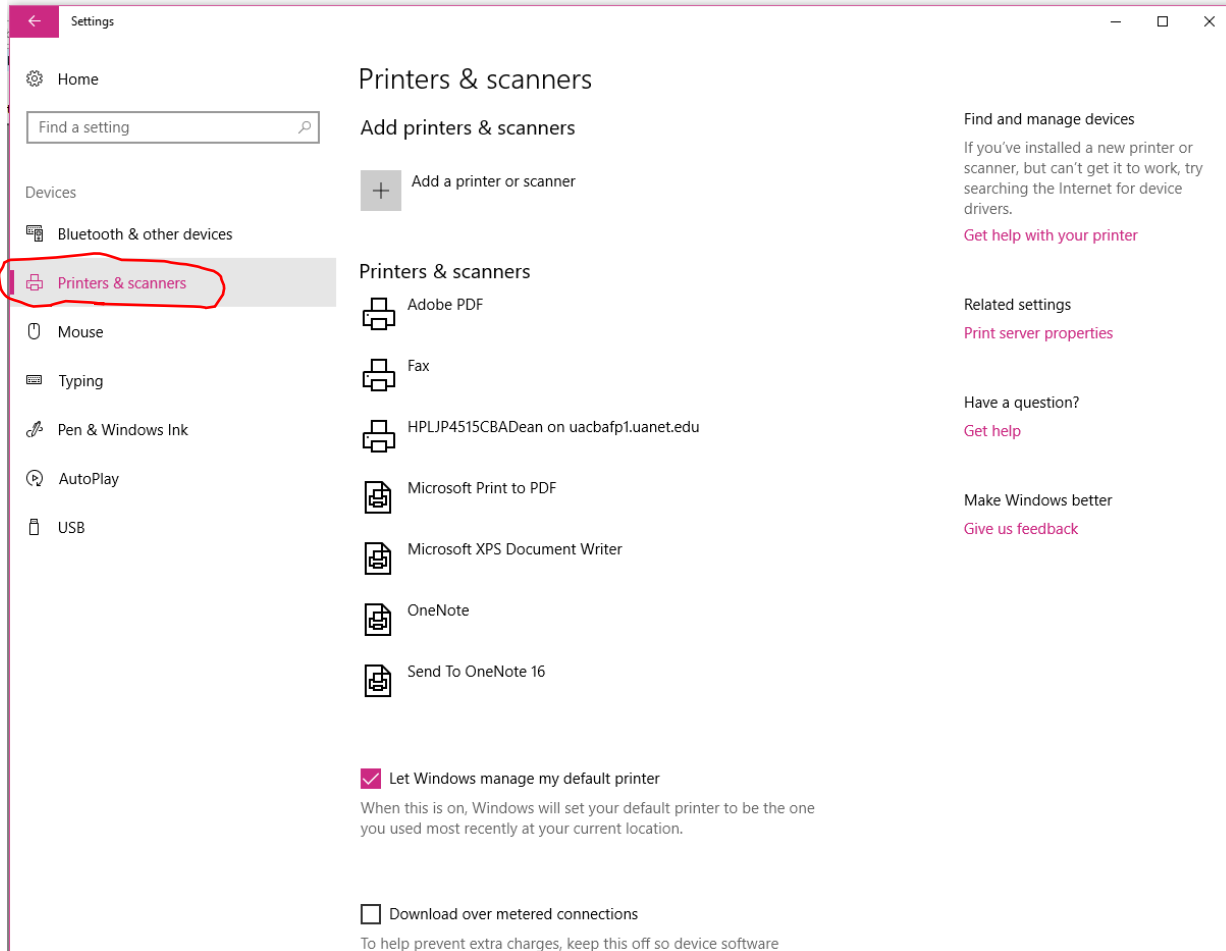
2. Once clicked the following window opens. Click on “Settings” on the left of the window that opens as shown below



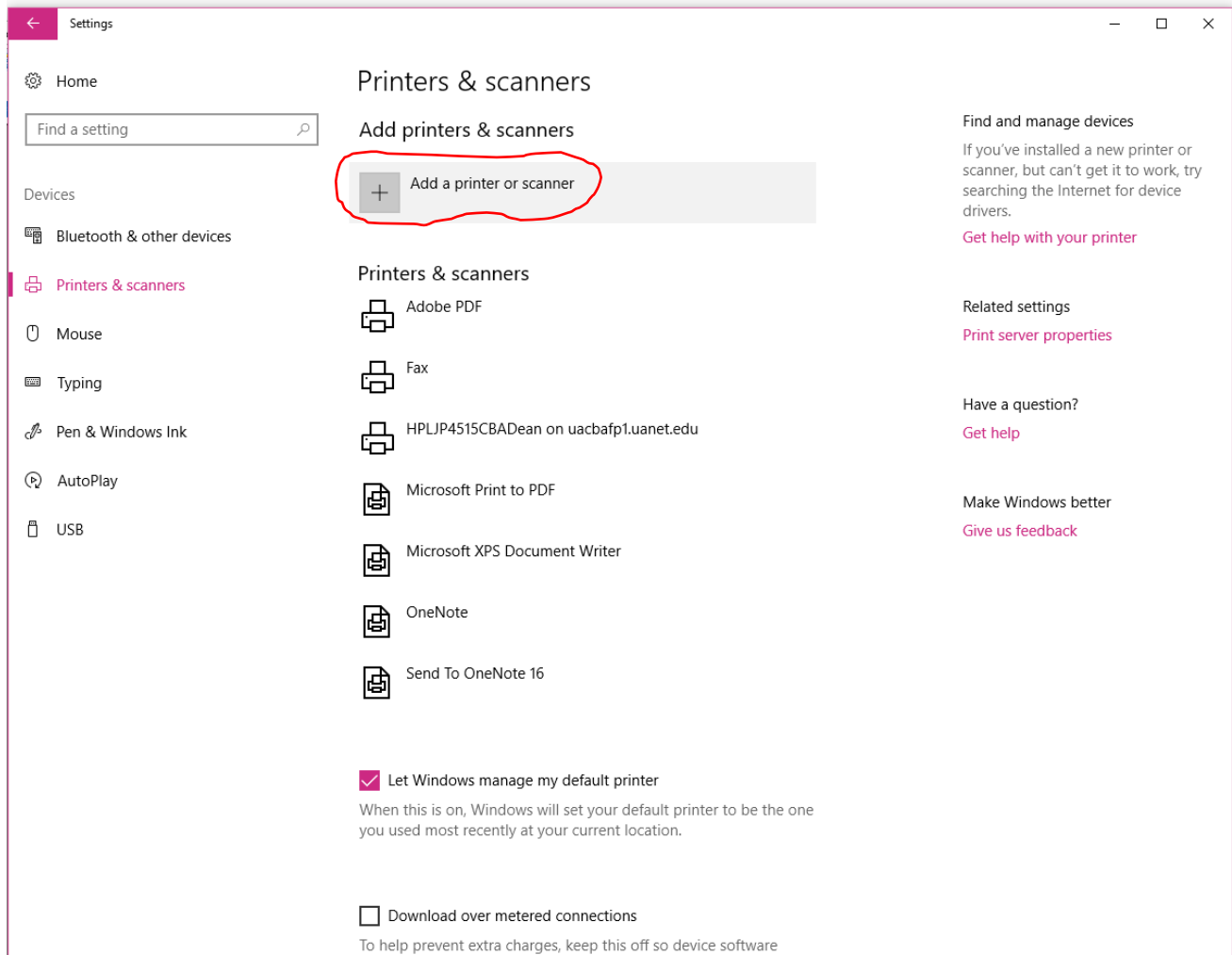
3. Click on “Devices” located in the Top row, 2nd column over in the windows settings Window



4. Click on “Printers & scanners”
On the left side of the settings window.
(2nd choice from the top)

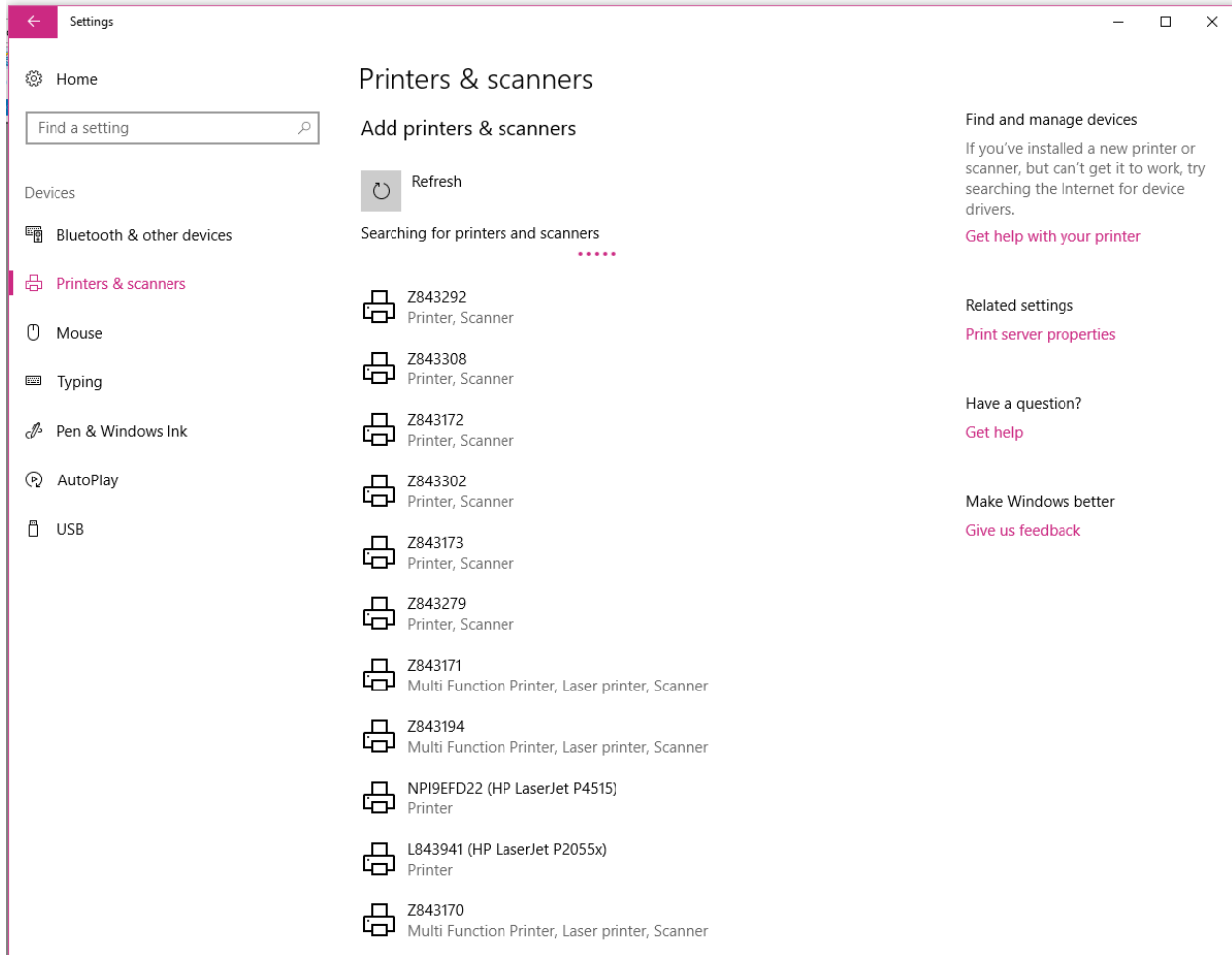


5. Next, click on “Add a printer or scanner” button.

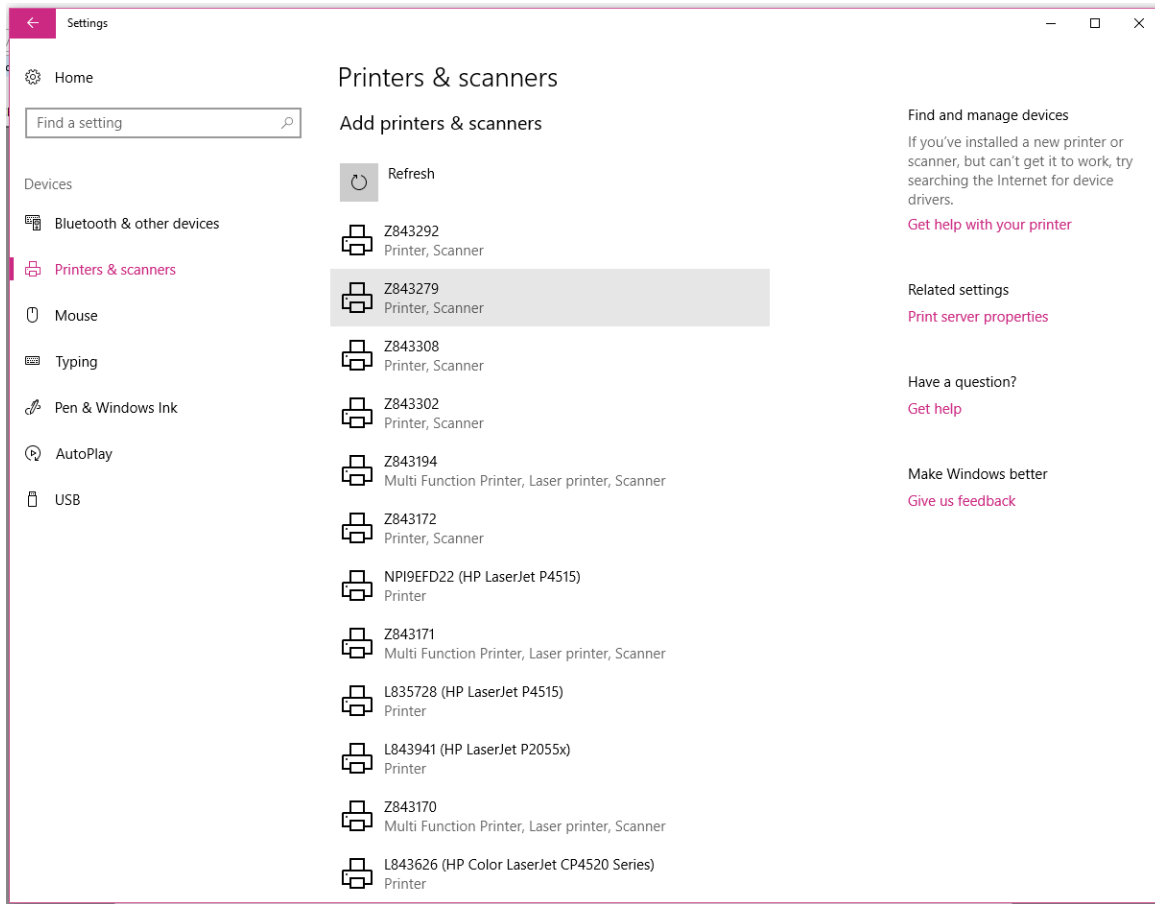


6. Windows will search for any available printers or scanners.

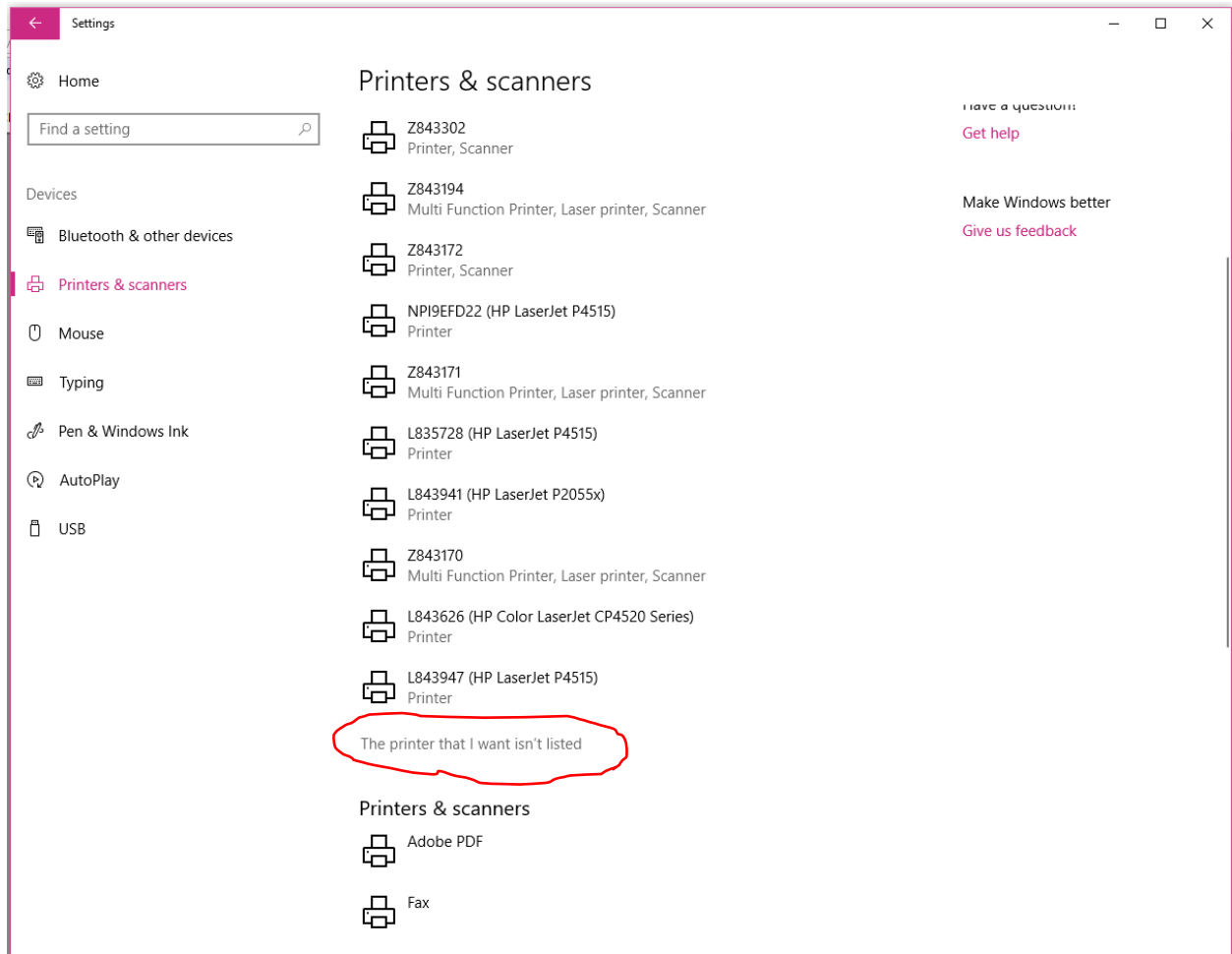
NOTE: several dots will cross underneath the refresh symbol while windows searches for printers. Please wait for this to finish.)



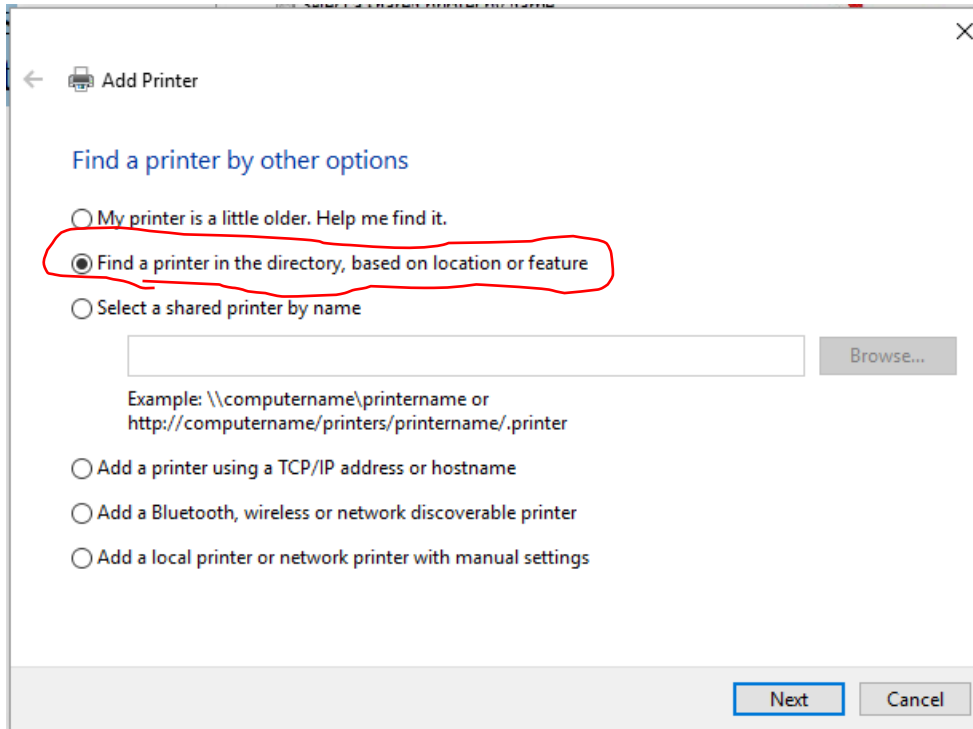
7.) Once finished, windows will provide a list of available printers (if any) below the refresh button.



8.) Click on “The printer that I want isn’t listed” button.

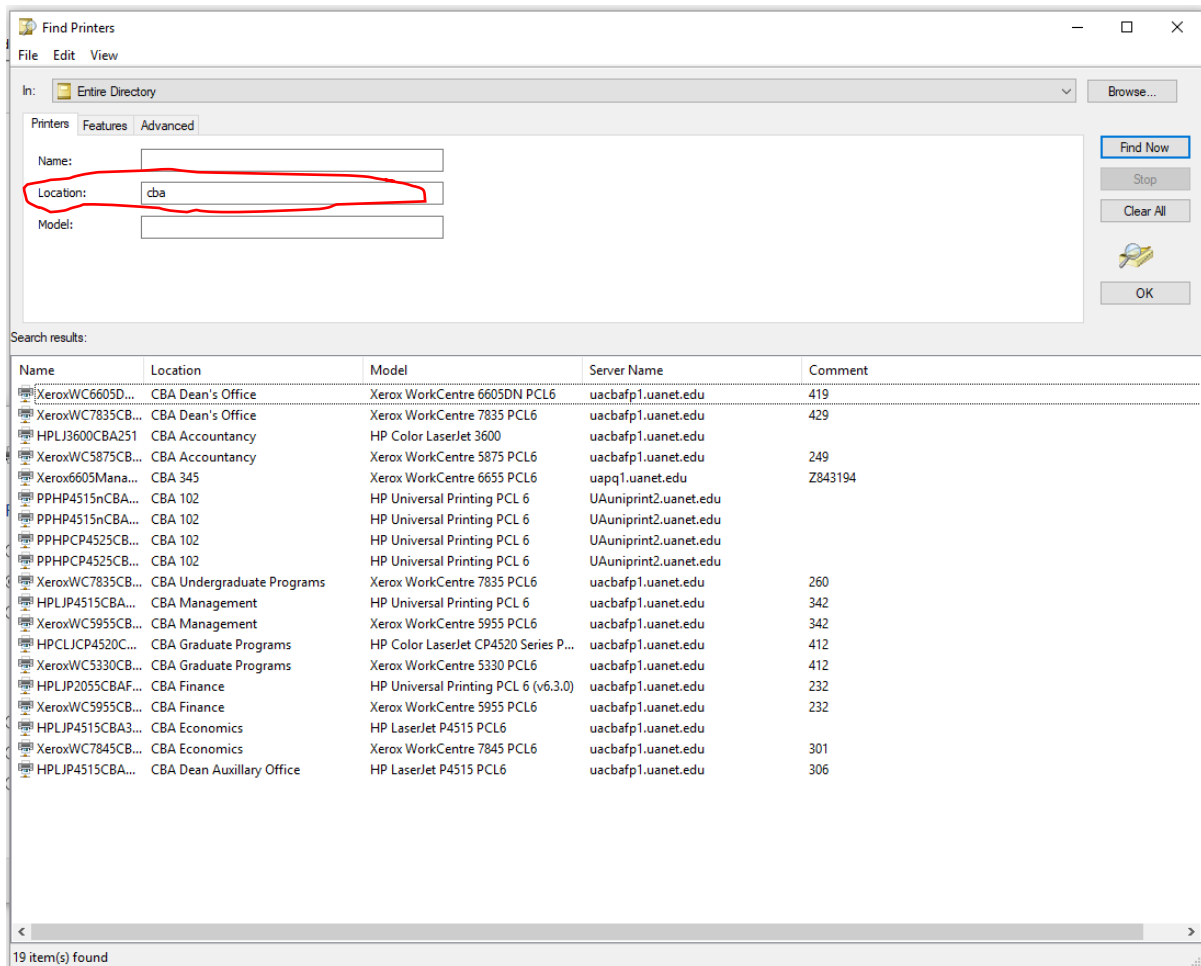


9.) Once clicked, the following window appears, Make sure the “Find a printer in the directory, based on location or feature” radio button is selected, and then click Next.



10.) In the location box enter **cba**. Then click on the “Find Now” button. Locate the printer you want to connect to and then click **OK**.

**To sort the listing click on the table heading. For example, to sort by Location in ascending order click on the Location heading.*



11.) Click on the appropriate radio button to select if this printer will be your default printer (All printing will go to this computer), and then click Next.

12.) Click on the **Finish** button to add this printer.

