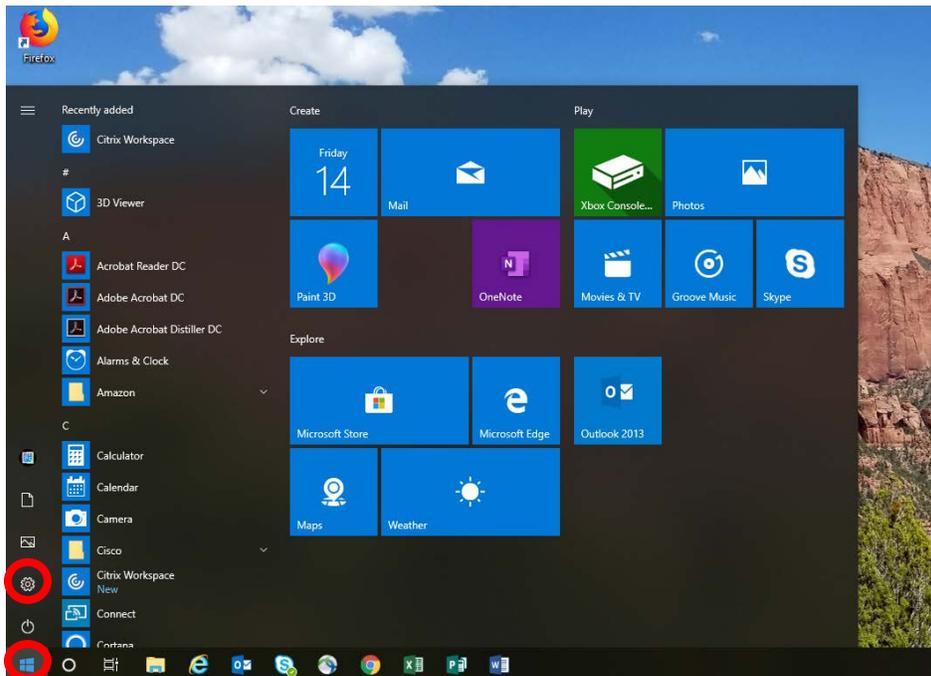
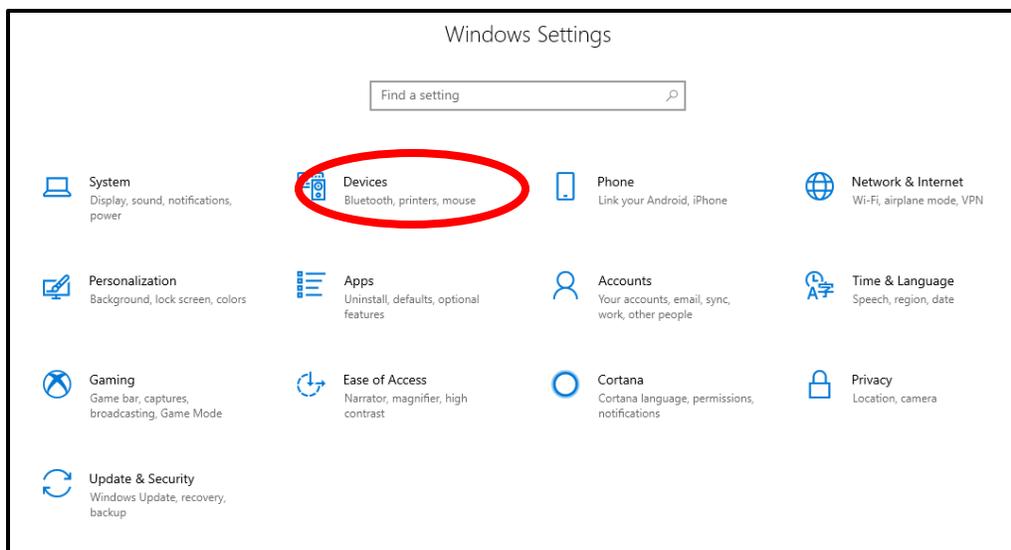


## Connecting a printer to the computers

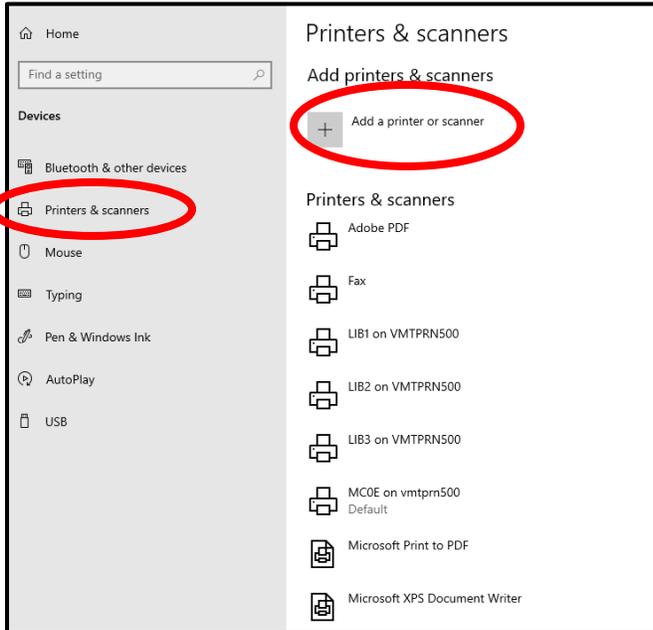
- 1) In the bottom left corner of the screen, click the Start button, then click the Settings button.



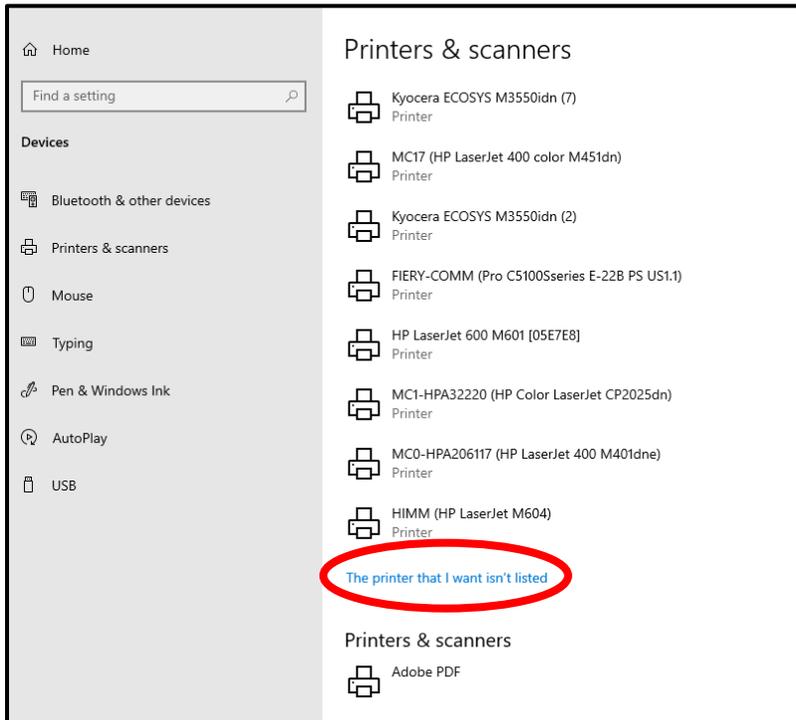
- 2) Click on the Devices link.



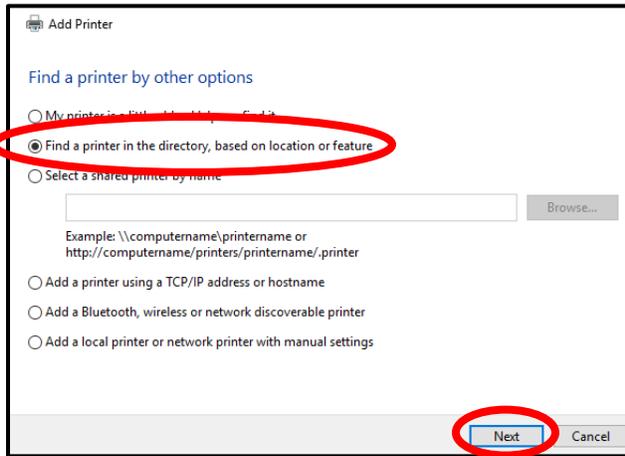
- 3) On the left side of the page, click the link “Printers & scanners.” Then click “Add a printer or scanner.”



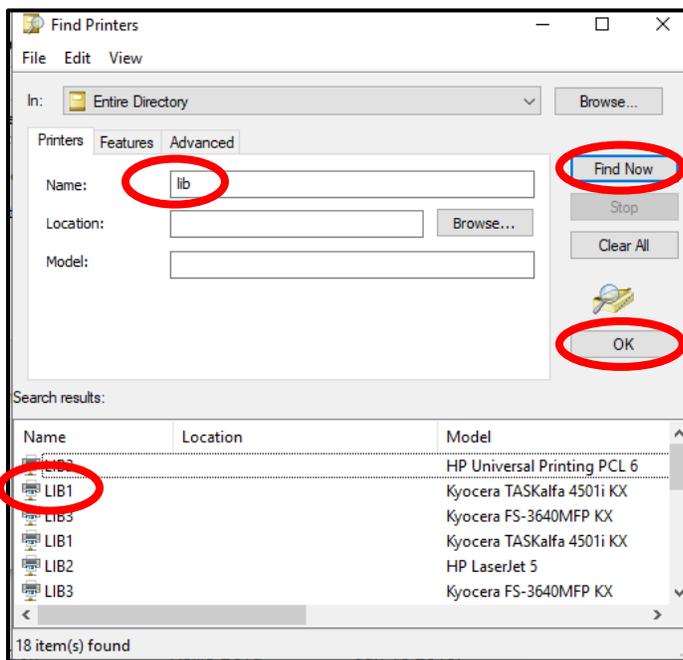
- 4) In the list, look for LIB1 or LIB2. LIB1 is the preferred printer. There are quite a number of printers in the list so you will have to scroll a ways down. If you are unable to find either printer in the list, you can select the “The printer that I want isn’t listed” option at the bottom of the list.



- 5) Select the option “Find a printer in the directory, based on the location or feature” and click “Next.”



- 6) In the name box, type “lib” click “Find Now.” Select the first LIB1 that comes up. Click “OK” to connect to the printer.



The computer should be connected to the printer. If these instructions are still not working, please contact the Library staff (if available) or call IT at 2-6222 for after hours assistance.