Add a Photocopier to your Computer

1) Go to windows icon (green box below) in bottom left corner of desk top and select 'settings' icon (circled in yellow).



2) Select "Devices"

Update & security Windows Update, recovery, backup

ttings

Windows Settings



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3) Select "Printers & Scanners" (on left side of page) and then select "Add Bluetooth or other device"

	\leftarrow	Settings		-	- 🗆	×
	\$	Home	Printers & scanners			
	Fi	nd a setting $ ho$	Add printers & scanners	Related settings		
			+ Add a printer or scanner	Devices and printers		
	Dev	vices		Device Manager		
		Bluetooth & other devices				
6	д	Printers & scanners	Printers & scanners	Have a question?		
	-02	Thinkers & seamers	Adobe PDF	Get help		
	Ů	Mouse				
	[1111]	Turping	G Fax	Make Windows better.		
		Typing		Give us feedback		
	Þ	Pen & Windows Ink	GEN-A2003-P254B on nts-vpfa-sprnt.fanshawec.ca			
	(\mathbf{P})	AutoPlay	GEN-A2003-P254C on nts-vpfa-sprnt			
	冎	LICD				

4) If the new photocopier is not listed, scroll down to the list and select "The printer that I want isn't listed"

0	incuse	- Printer
	Typing	GEN-A2003-P454B on NTS-VPFA-SPRNT Printer
P	Pen & Windows Ink	DYMO LabelWriter 400 Turbo on JNA-B101-D006
(\mathbf{P})	AutoPlay	The printer that I want isn't listed
Ö	USB	
		Printers & scanners
		Adobe PDF
		T Fav

5) Select "Find a printer in the directory, based on location or feature" and hit next at bottom of pop up.

~	Add Printer	×
	Find a printer by other options	
	O My printer is a little older. Help me find it.	
 3	Find a printer in the directory, based on location or feature	
1	○ Select a shared printer by name	
	Browse	
	Example: \\computername\printername or http://computername/printers/printername/.printer	
	○ Add a printer using a TCP/IP address or hostname	
	○ Add a Bluetooth, wireless or network discoverable printer	
	○ Add a local printer or network printer with manual settings	
	Next Cancel	

6) In the "Location" field enter A2058 and select "Find Now". All four photocopiers will appear in the search results. Double click which ever photocopier you would like to add and your computer will connect to it.

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File Edit View							
In: Sentire Director	y Ivanced				~	Browse	
Name: Location: A2 Model:	058					Find Nov Stop Clear All	
Name	Location	Model	Server Name	Comment			
✓ LLS-A2058-PMS812 ✓ LLS-A2058-P2505A	A2058 A2058	Lexmark Universal v2 PS3 TOSHIBA Universal PS3	nts-vpfa-sprnt1.fanshawec nts-vpfa-sprnt1.fanshawec	Language and Liberal Studies Language and Liberal Studies			
₹ LLS-A2058-P2505B	A2058	TOSHIBA Universal PS3	nts-vpfa-sprnt1.fanshawec	Language and Liberal Studies			
w LLS-A2058-P4505A	A2058	TOSHIBA Universal PS3	nts-vpfa-sprnt1.fanshawec	Language and Liberal Studies			
₹ LLS-A2058-P4505B	A2058	TOSHIBA Universal PS3	nts-vpfa-sprnt1.fanshawec	Language and Liberal Studies			
5 item(s) found							