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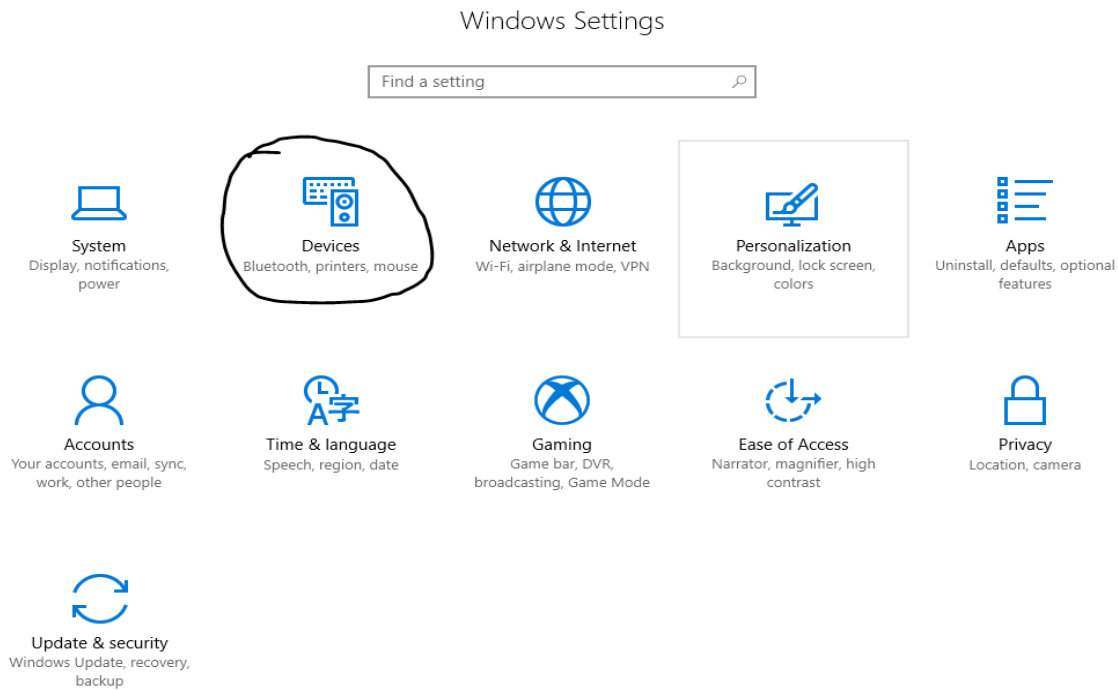
1) Go to windows icon (green box below) in bottom left corner of desk top and select 'settings' icon (circled in yellow).

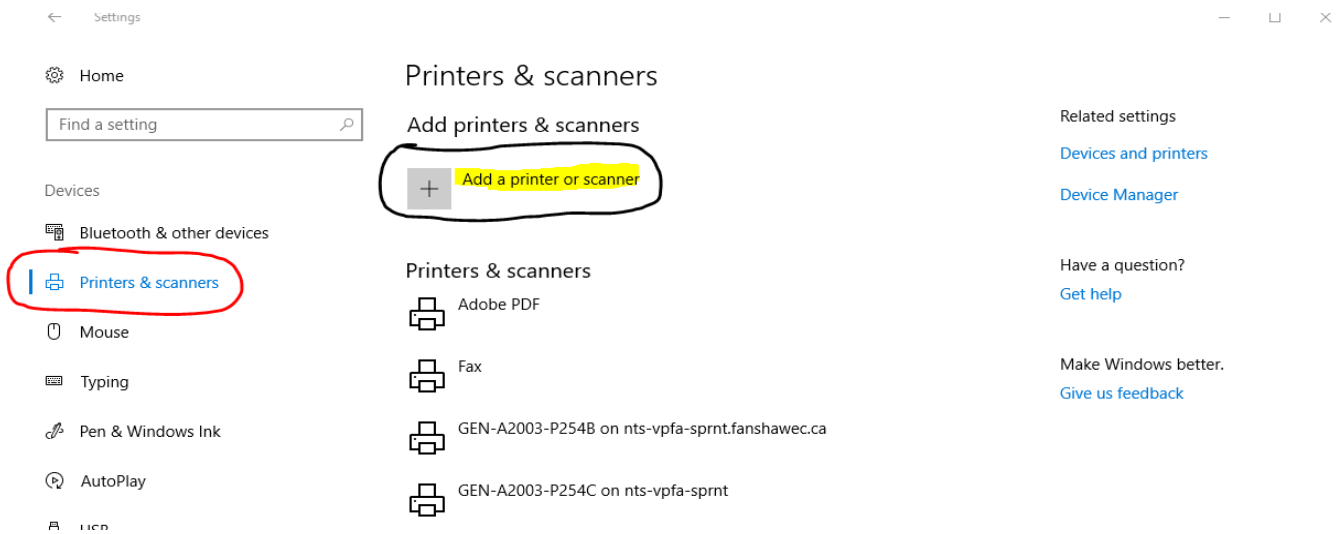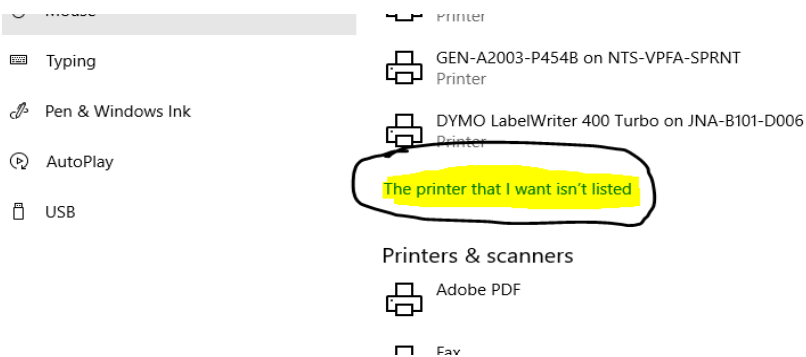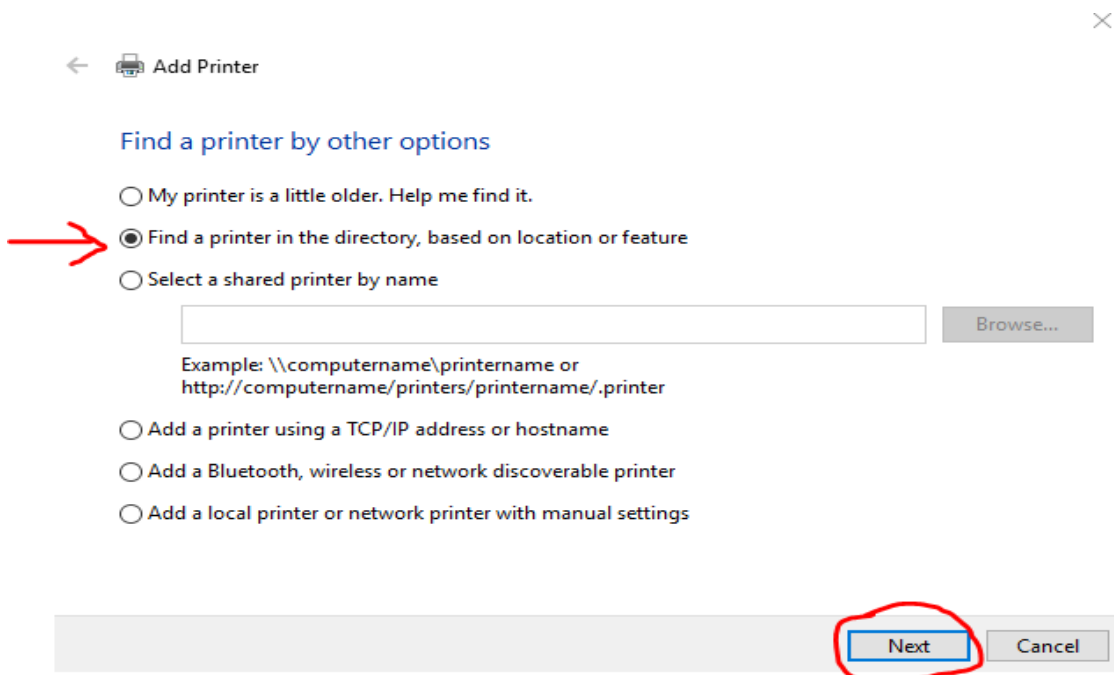

2) Select "Devices"

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

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

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

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.