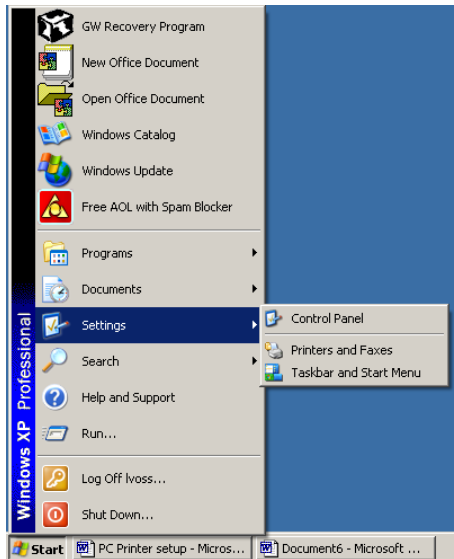
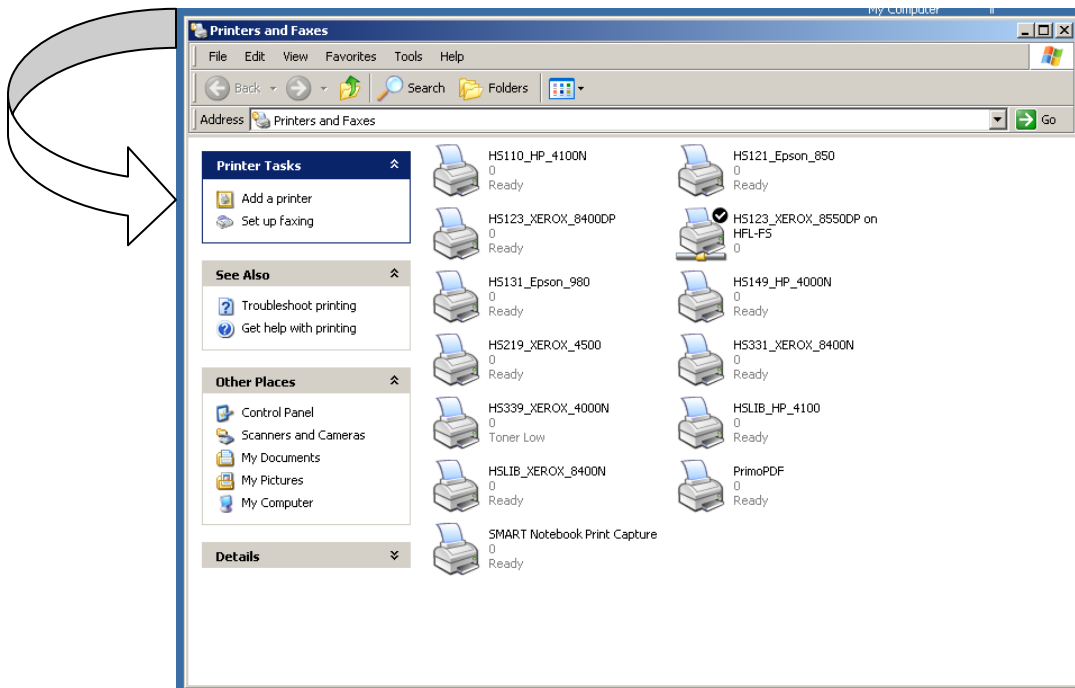


Printer Set Up Directions Windows Users

Click **Start** → **Settings** → **Printers and Faxes**.



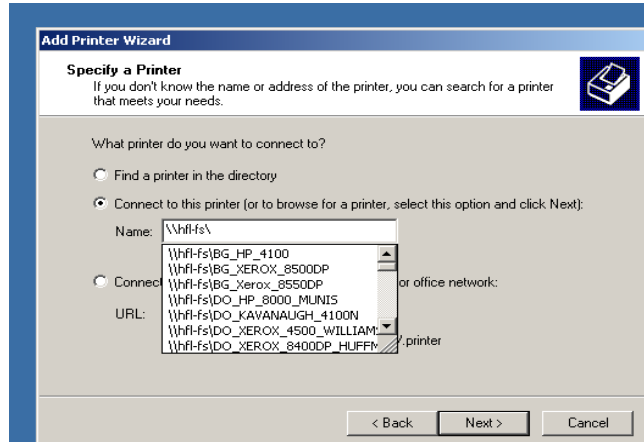
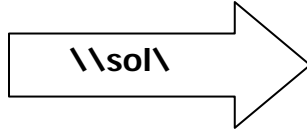
This screen will appear. On the left hand side of the screen click **Add a printer**.



The next screen to appear says: **Welcome to the Add A Printer Wizard**. Click **Next**.

On this next screen click **Connect to this printer**.

then in the name window type:



From the drop-down select the name of the printer and click **Next**.

The next window will ask if you want this printer to be your default printer – answer accordingly and click **Next → Finish**.