Adding A Cloud Printer

1. Click on the start button, then settings.



2. Click on "Devices".

Settings	18 a		-	×
		Windows Settings		
Find a setting		Find a setting		
旦	System Display, sound, notifications, power	Devices Bluetooth, printers, mouse		

3. Click "Printers and Scanners" on the left.

÷	Settings
ඛ	Home
Fi	nd a setting の
Dev	rices
	Bluetooth & other devices
₽	Printers & scanners

4. Click the "Add a printer or scanner" button.



5. After a few seconds, a drop down should appear under "Refresh". Make sure that says "Work or school printer & scanner". You should then see the list of all the copiers. Click on the one you want to add, then click on "Add Device".

÷	Settings		
ធ	Home	Printers & scanners	
Find a setting		Add printers & scanners	
Devices		ن Refresh	
E.	Bluetooth & other devices	Work or school printer & scanner $$	
占	Printers & scanners	Search location: Please select a search location	
Ū	Mouse	Keywords Searching for printers and scanners	م
	Touchpad	Highland - 2nd Floor Executive	
	Typing	Cloud printer	
Þ	Pen & Windows Ink	Highland - 1st Floor Training Cloud printer	
(\mathbb{P})	AutoPlay	Shady - 1st Floor Copy Room Cloud printer	
Ö	USB	Shady - 2nd Floor ISC Cloud printer	
		Shady - 2nd Floor Copy Room Cloud printer	Installed