

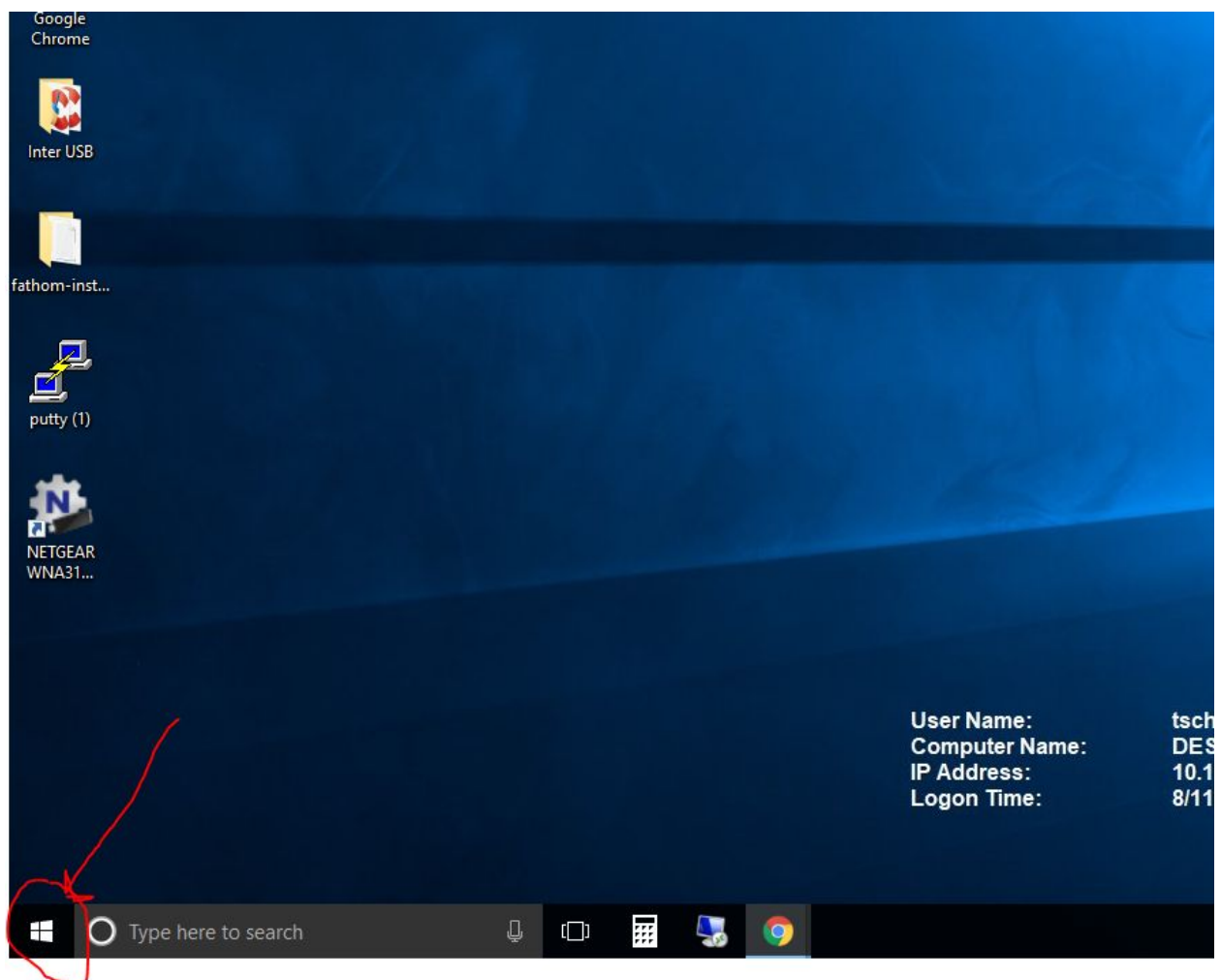
Here are quick instructions for the advanced user:

Start Button > Settings > Devices > Printers & Scanners > Add a printer or scanner > click printer you would like added

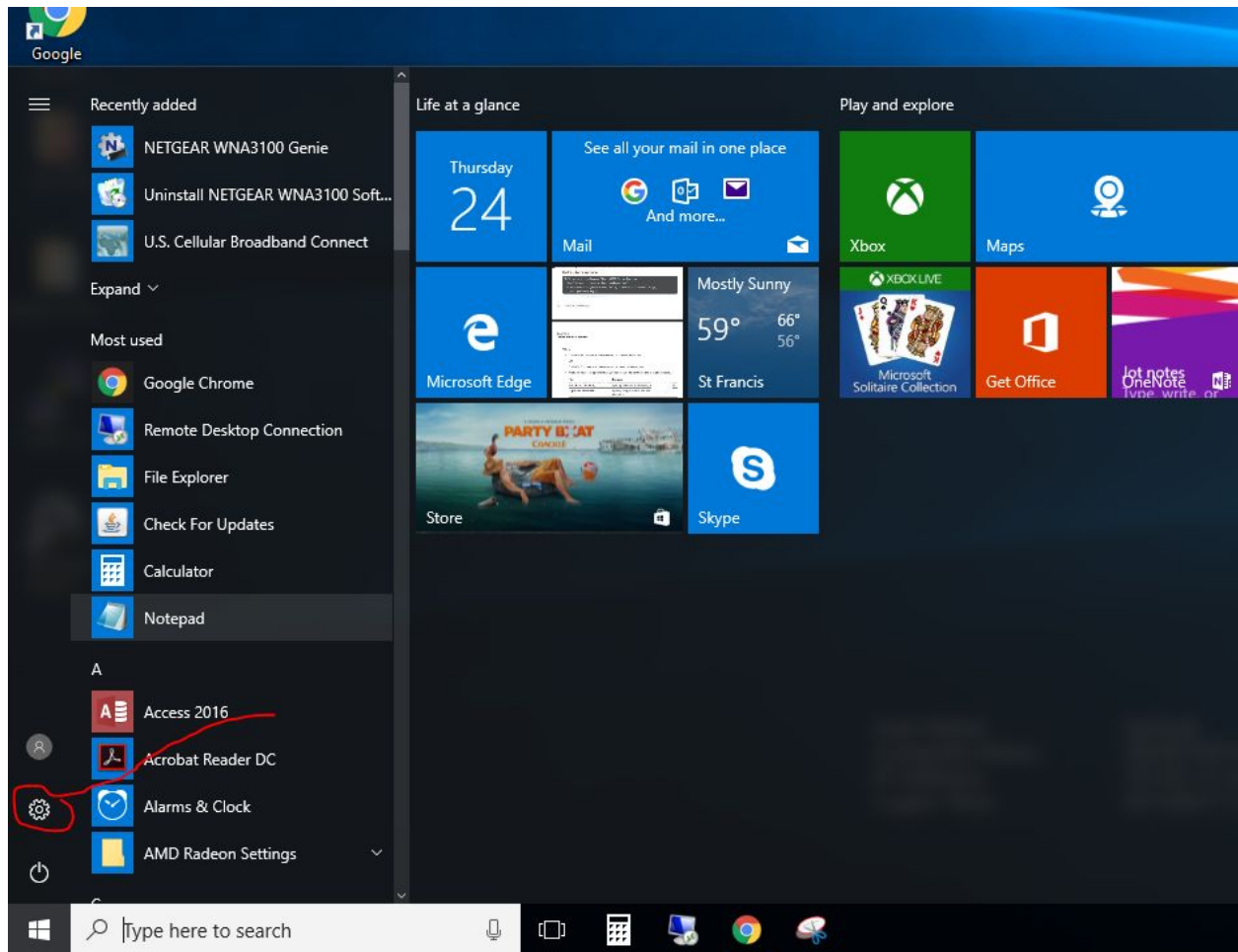
*****email help@sfsd.k12.wi.us if desired printer is not listed*****

Here is a visual tutorial:

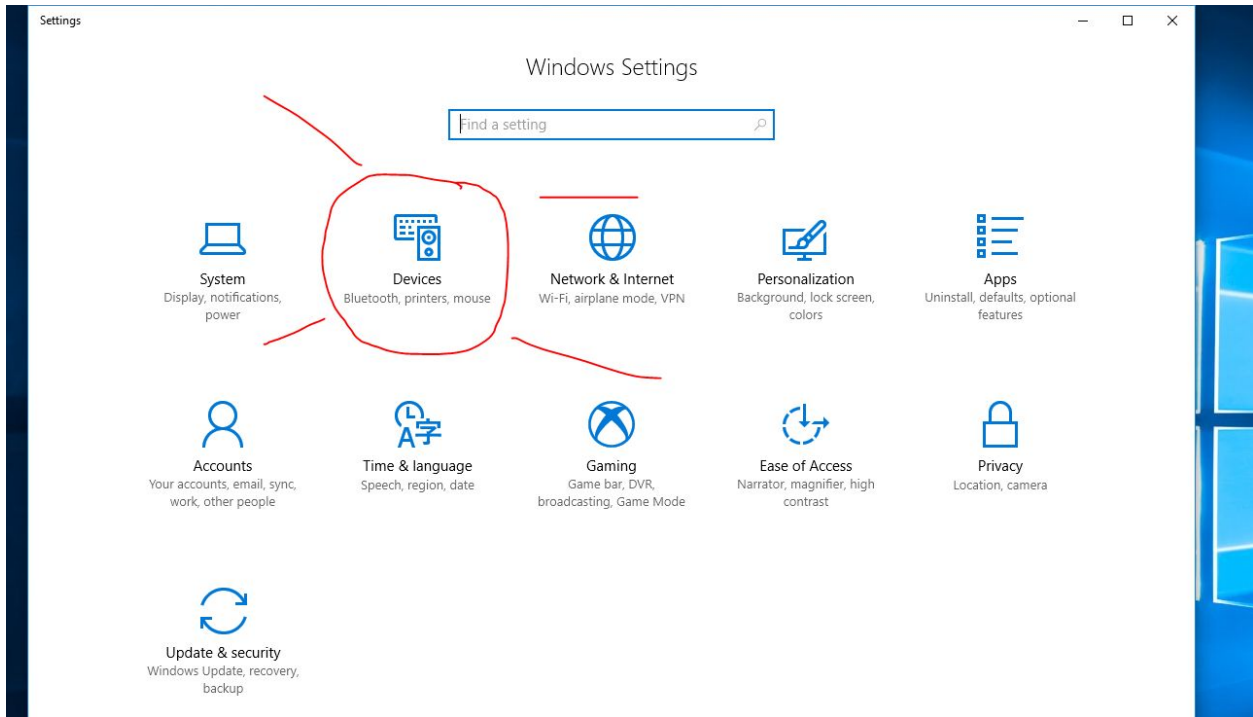
1. Click start button:



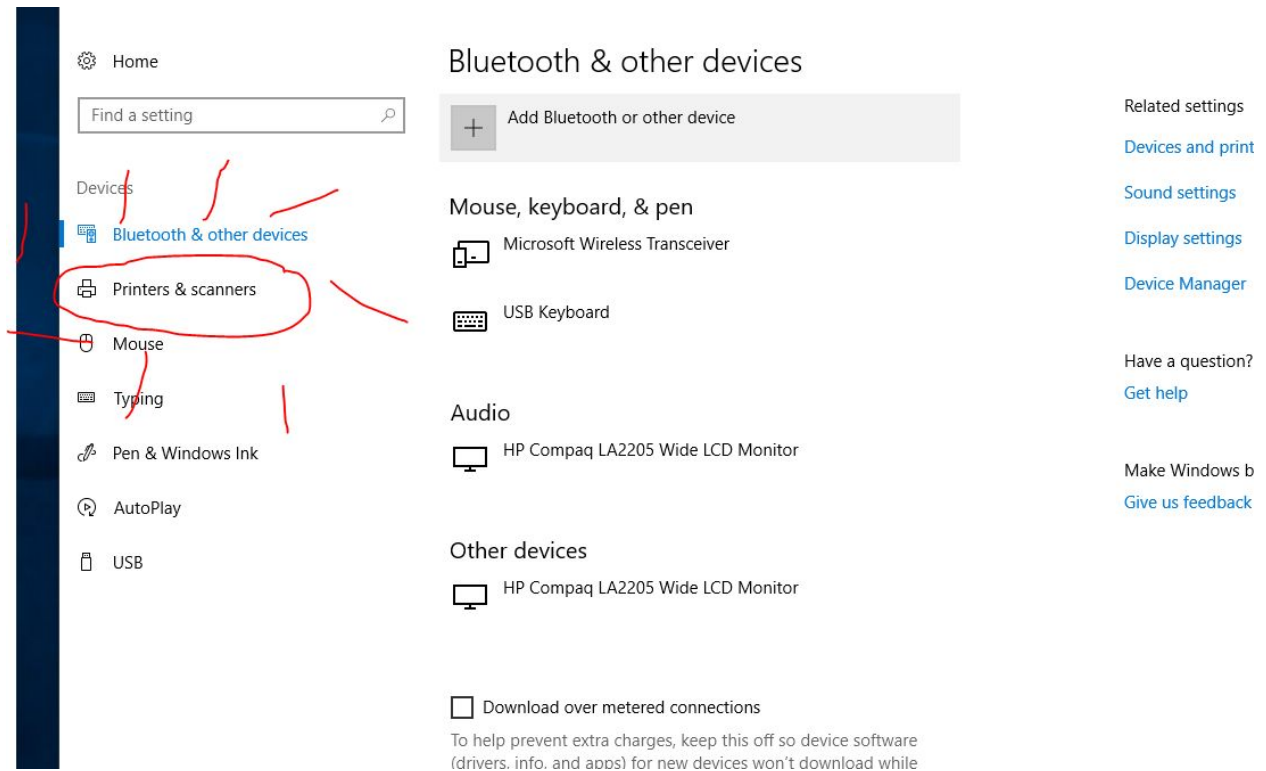
2. Click Setting wheel:



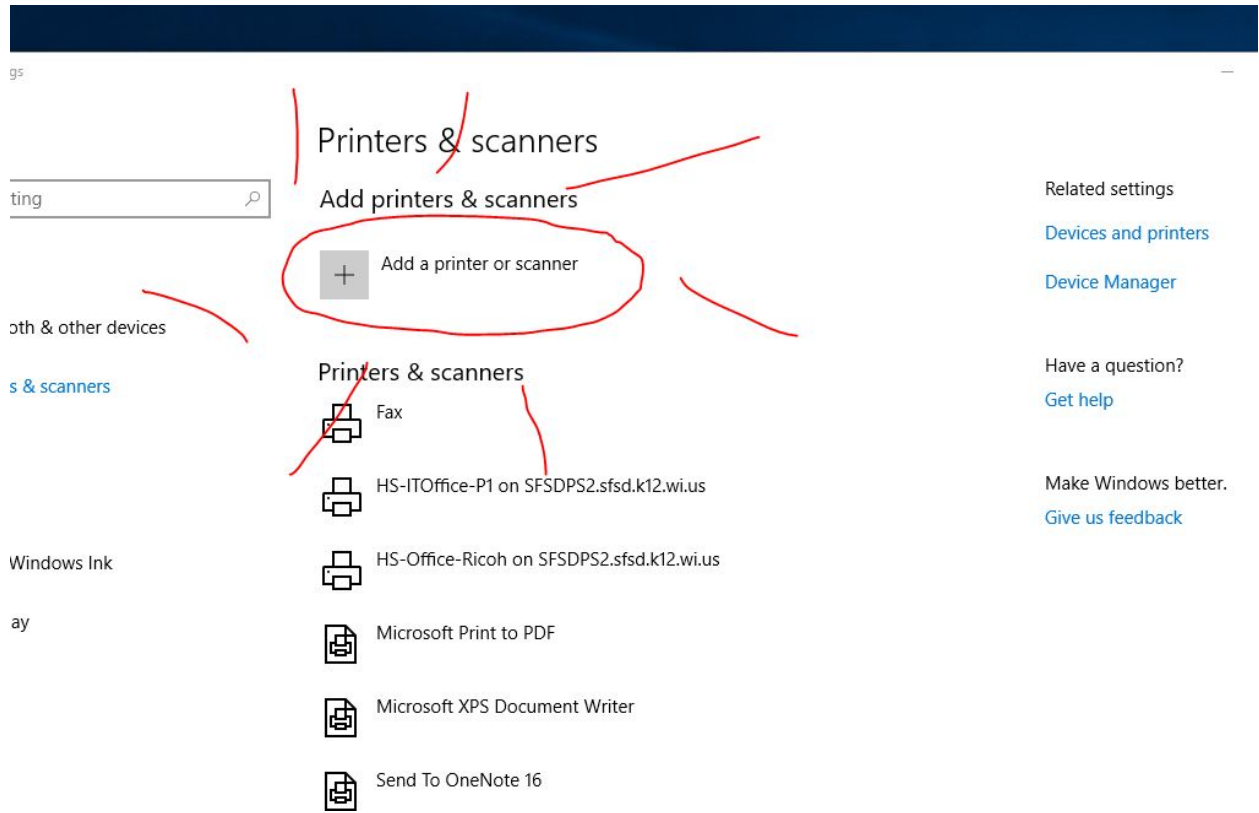
3. Click Devices:



4. Click Printers & Scanners :



5: Click Add a printer or scanner:



6. Scroll through the list of printers and locate the one that you would like:

The screenshot shows the Windows 'Printers & scanners' settings page. At the top, there is a search bar and the title 'Printers & scanners'. Below the title is the heading 'Add printers & scanners'. A 'Refresh' button is located at the top of the list. The list contains ten printer entries, each with a printer icon, a name, and a location. On the right side, there are links for 'Related settings', 'Devices and printers', 'Device Manager', 'Have a question? Get help', and 'Make Windows 10 better. Give us feedback'. Red handwritten lines and arrows are present: a vertical line on the left side of the printer list, a horizontal line under 'Refresh', a horizontal line under 'Have a question? Get help', and several other lines pointing to various elements.

Printers & scanners

Add printers & scanners

Refresh

- NPIEBE7C3 (HP LaserJet Professional M1212nf MFP) Printer
- NPI40B390 (HP LaserJet 400 M401n) Printer
- DC-Library-Lab-Printer on SFSDADDC3 Printer
- DC-Lower-Ricoh on SFSDADDC3 Printer
- DC-Mail-Room-Ricoh on SFSDADDC3 Printer
- DC-PETHAN on SFSDADDC3 Printer
- DC-8th Grade Wing Printer on SFSDADDC3 Printer
- WG-Copyroom-112B-Ricoh on SFSDPS2 Printer
- WG-CopyRoom-101B-Ricoh on SFSDPS2 Printer
- WG-110E-P1 on SFSDPS2 Printer

Related settings

- Devices and printers
- Device Manager

Have a question? Get help

Make Windows 10 better. Give us feedback

*****If desired printer is not listed email help@sfsd.k12.wi.us for assistance*****

7: Click printer you desire and then click Add device:

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ers

Ink

The screenshot shows a list of printers. The printer 'HS-District-Office-Ricoh on SFSDPS2' is highlighted with a grey background. A red circle is drawn around the 'Add device' button located to the right of this printer. Other printers listed include 'DC-8th Grade Wing Printer on SFSDADDC3', 'WG-Copyroom-112B-Ricoh on SFSDPS2', 'WG-CopyRoom-101B-Ricoh on SFSDPS2', 'WG-110E-P1 on SFSDPS2', 'WG-101B-Ricoh on SFSDPS2', 'HS-North-Wing-Ricoh on SFSDPS2', 'HS-Lounge-Ricoh on SFSDPS2', 'HPLJ4250-200 on SFSDPS2', 'HS-LIB-P1 on SFSDPS2', and 'HS-138-P1 on SFSDPS2'. Each printer entry includes a printer icon and the text 'Printer'.

Printer Name	Location
Printer	
DC-8th Grade Wing Printer	SFSDADDC3
WG-Copyroom-112B-Ricoh	SFSDPS2
WG-CopyRoom-101B-Ricoh	SFSDPS2
WG-110E-P1	SFSDPS2
WG-101B-Ricoh	SFSDPS2
HS-North-Wing-Ricoh	SFSDPS2
HS-Lounge-Ricoh	SFSDPS2
HS-District-Office-Ricoh	SFSDPS2
HPLJ4250-200	SFSDPS2
HS-LIB-P1	SFSDPS2
HS-138-P1	SFSDPS2

8: Verify that it was add successfull by locating the desired printer in the Printers and Scanners section:

Printers & scanners



Add printers & scanners



Add a printer or scanner

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HS-District-Office-Ricoh on SFSDPS2.sfsd.k12.wi.us
2 document(s) in queue

Printers & scanners



Fax



HS-District-Office-Ricoh on SFSDPS2.sfsd.k12.wi.us



HS-ITOffice-P1 on SFSDPS2.sfsd.k12.wi.us



HS-Office-Ricoh on SFSDPS2.sfsd.k12.wi.us



Microsoft Print to PDF



Microsoft XPS Document Writer



Send To OneNote 16

Related settir

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And that should do it. If you're having problems even with the instructions email:
help@sfsd.k12.wi.us

