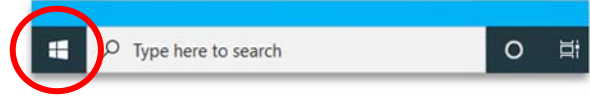


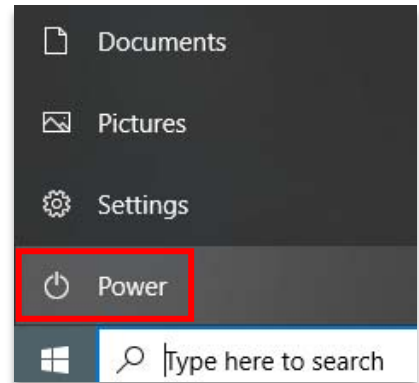
# Student Printer Access Instructions

Every school has a printer for student work. Installation can take up to 10 minutes. Follow the instructions below to connect your school's printer.

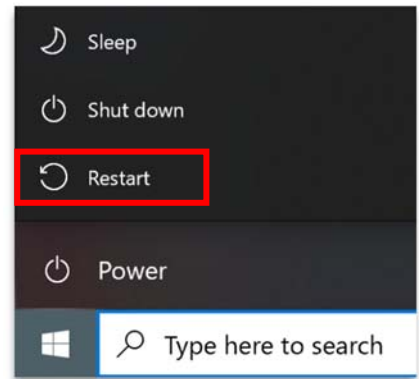
1. From the desktop, locate and left-click the **Windows Start Menu** in the bottom left corner.



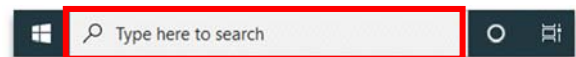
2. Left-click the **Power button**.



3. Left-click the **Restart button**.
4. Wait for your device to restart.
5. Unlock your device with your username and password.

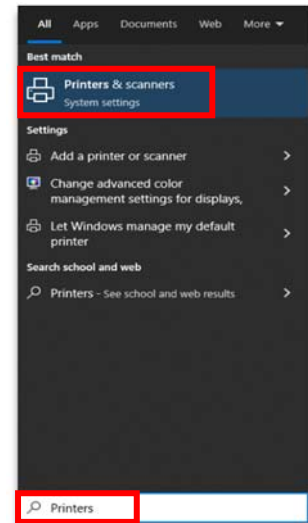


6. Click the Cortana Search Box on the taskbar.

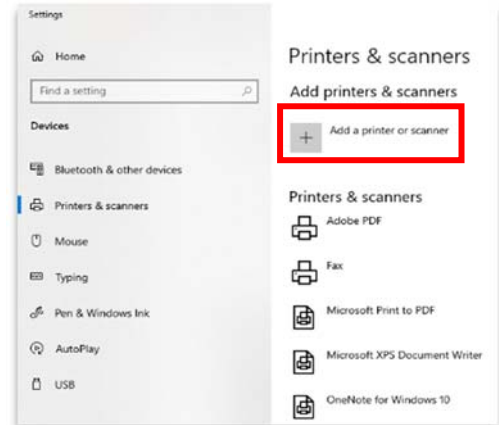


# Student Printer Access Instructions

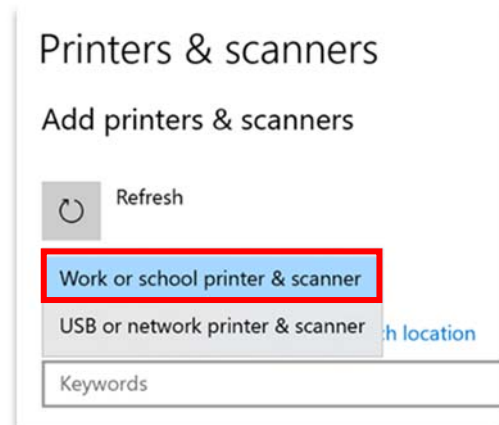
7. Type 'Printers' in the Cortana Search Box then select **Printers & scanners** under Best Match.



8. Select '**Add a printer or scanner**'.




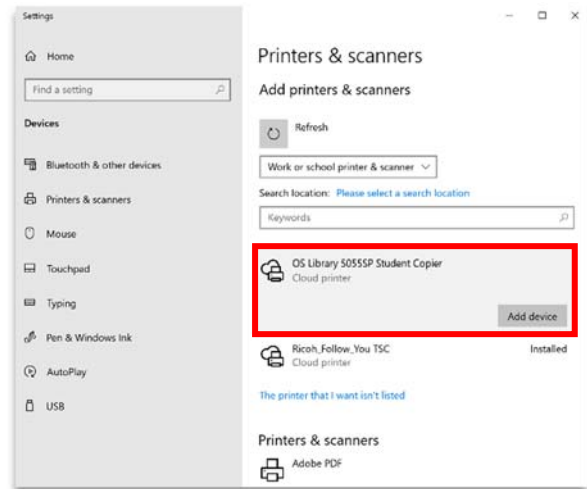
9. A dropdown box might appear. If it appears, click on the drop-down and select '**Work or school printer & scanner**'. If it does not appear, disregard this step and move to Step 10.



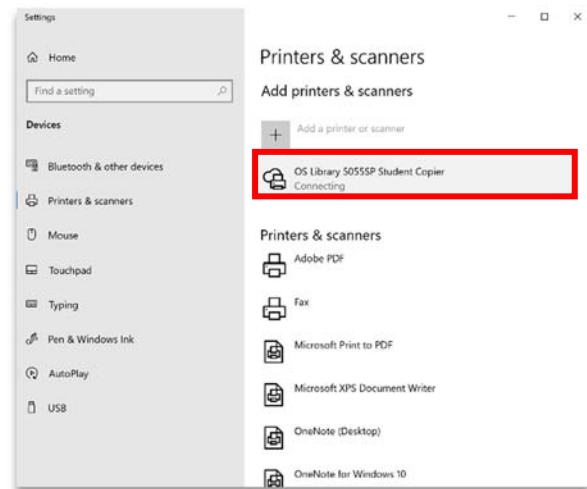
# Student Printer Access Instructions

## Add the Printer to your device

10. Locate ' \_\_ Library 5055SP Student Copier' in the list. **Note:** The first two letters before 'Library' will be the initials of your School name.
11. **Note:** You **must** choose the Printer with the **cloud symbol** behind the printer icon. 
12. Click 'Add device' in the block containing your Printer name.



13. Allow your printer to successfully connect to your device.



14. Your printer should be successfully installed. It should say 'Ready' below the printer's name.

