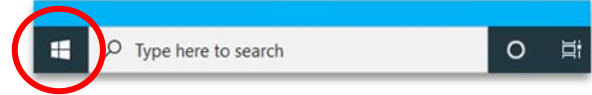


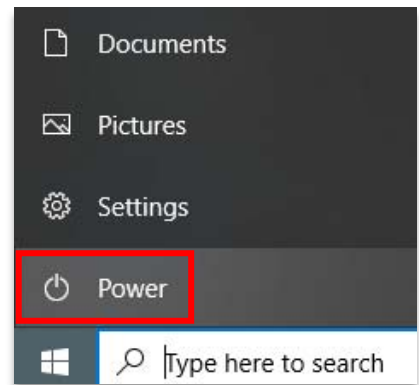
Installing Printers for Staff Surface Pro and Surface Go Tablets

Every school has a printer for educators. Installation can take up to 10 minutes. Follow the instructions below to connect your school's printer to your Surface Pro or Surface Go tablet.

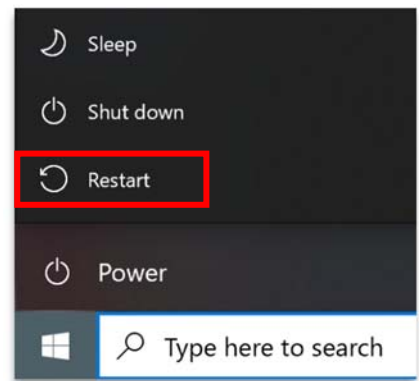
1. From the desktop, locate and left-click the **Windows Start Menu** in the bottom left corner.



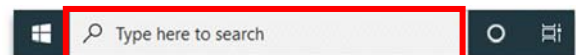
2. Left-click the **Power button**.



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

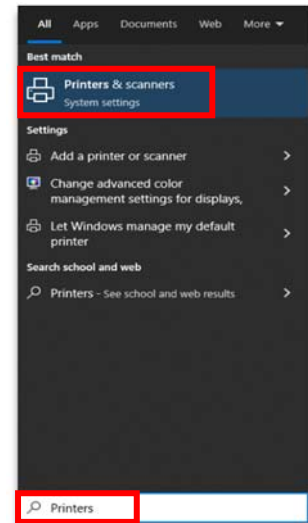


6. Click the Cortana Search Box on the taskbar.

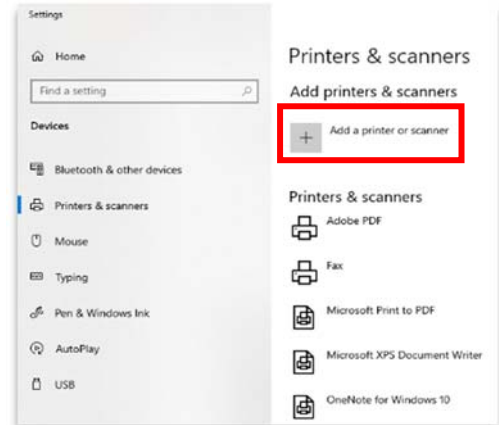


Installing Printers for Staff Surface Pro and Surface Go Tablets

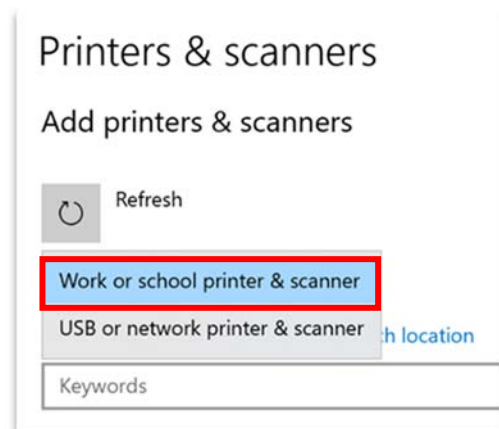
7. Type 'Printers' in the Cortana Search Box then select **Printers & scanners** under Best Match.



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.



Installing Printers for Staff Surface Pro and Surface Go Tablets

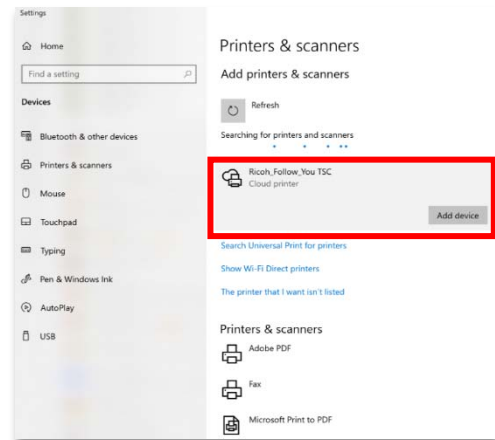
10. Locate '**Ricoh_Follow_You xx**' in the list.

Note: Disregard the last 1-3 characters after 'You'.

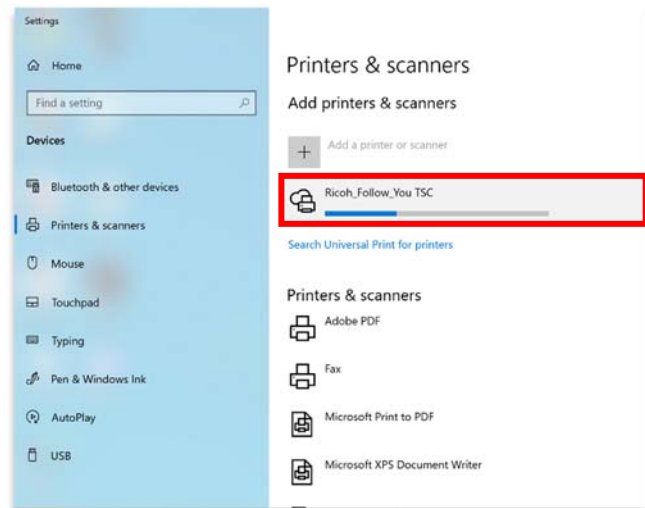
Note: You **must** choose the Printer with the **cloud symbol** behind the printer icon.



Click '**Add device**' in the block containing your printer's name.



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



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

