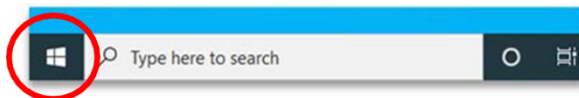


Installing Copiers/Printers for Staff Surface Pro and Surface Go Tablets

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

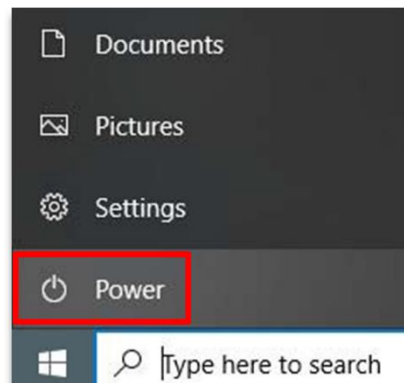
Step A

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



Step B

Left-click the **Power** button.

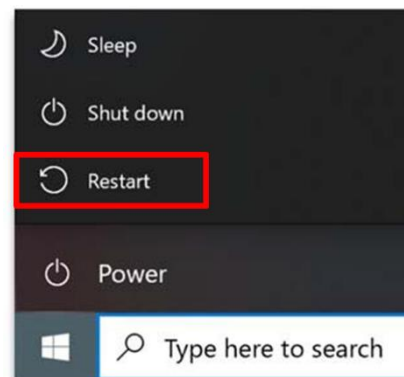


Step C

Left-click the **Restart** button.

Step D

Wait for your device to restart.

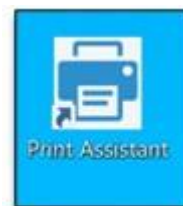


Step E

Unlock your device with your **username** and **password**.

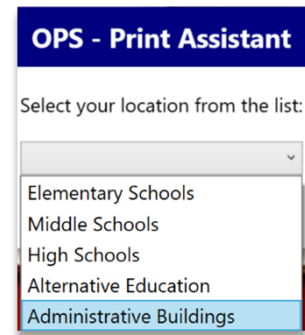
Installing copiers (Print-to-Me)

1. Launch **Print Assistant** from your desktop.
2. The screen will flash black then the program will launch.



Installing Copiers/Printers for Staff Surface Pro and Surface Go Tablets

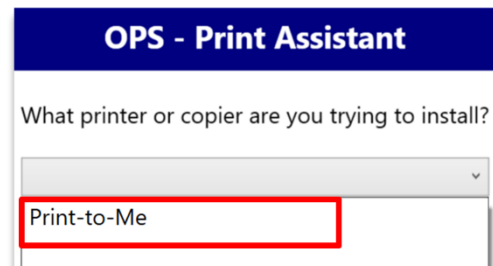
3. Select your location from the list and click **OK**.



4. Select your building from the list and click **OK**.



5. Select **Print-to-Me**.



6. The printer should now be installed and available to print.

