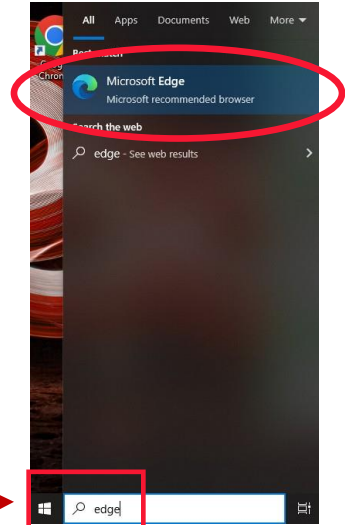


Adding Printers in Windows 10

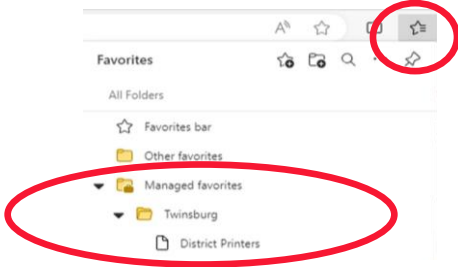
1. Press the **Windows** key on the keyboard. (It's in the bottom left-hand corner of the keyboard.)



2. Start typing **Edge** when you see **Edge** appear. Click on it to open it.



3. Once Edge opens, Click the “**Star that has 3 lines**” in the upper right corner. Click on Managed favorites →Twinsburg→District Printers.

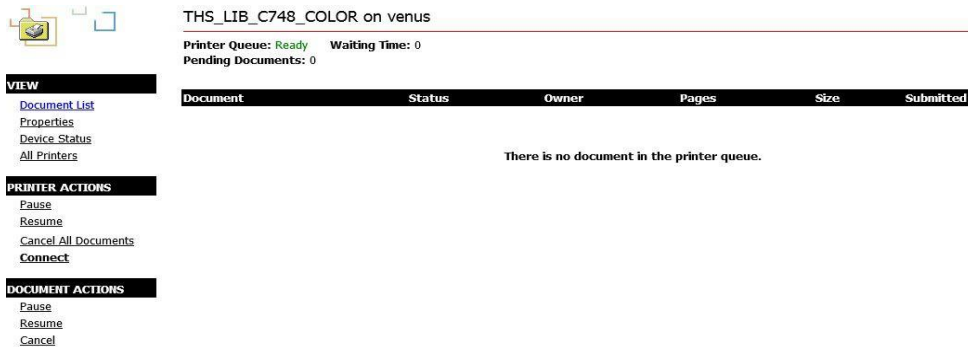


4. When all the printers show, click on the one you want to add.

THS Guidance_4001dn	Ready	0	HP LaserJet Pro 4001 4002 4003 4004 PCL 6 (V3)
THS LIB_4001dn	Ready	0	HP LaserJet Pro 4001 4002 4003 4004 PCL 6 (V3)
THS LIB_C748_COLOR	Ready	0	Lexmark Universal v2 PS3
THS PRIN_SEC_C748	Ready	0	Lexmark Universal v2 PS3
THS TECH_HP3005	Ready	0	HP LaserJet P3005 PCL6
THS Training_Room_4001dn	Ready	0	HP LaserJet Pro 4001 4002 4003 4004 PCL 6 (V3)
Transportation_HP4001	Ready	0	HP LaserJet Pro 4001 4002 4003 4004 PCL 6 (V3)
Virtual B&W	Ready	9	Xerox AltaLink B8090 PCL6
Virtual Color	Ready	1	Xerox AltaLink C8035 PCL6
WIL_141C_HP4001	Ready	0	HP LaserJet Pro 4001 4002 4003 4004 PCL 6 (V3)
WIL_COMPLAB_COLOR	Ready	0	Lexmark Universal v2 PS3
WIL_Library_M601	Ready	0	HP Universal Printing PCL 6
WIL_Office_HP4001	Ready	0	HP LaserJet Pro 4001 4002 4003 4004 PCL 6 (V3)
WIL_WORKROOM_COLOR	Ready	0	Lexmark Universal v2 PS3

5. Click the printer on the left you want to install.
6. Click on the word **Connect** on the left side of the screen. Then click **yes** that you want to add the printer. The printer will be installed.

****If you are connecting to a new printer a pop up box may appear asking for a password, if so please put **twinsburg\wsadmin** for the username and **Tiger\$2020** for the password.



Once it's installed and you go to print you may have to click **See more** or a **drop down arrow** to find the printer you just installed.