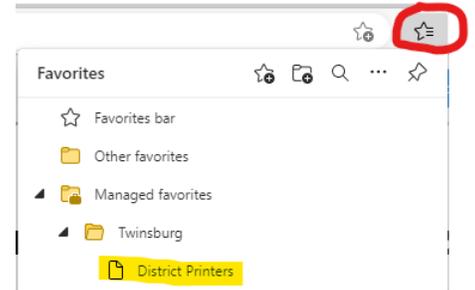


Adding Printers in Windows 10

1). Press the “Windows” key on the keyboard.

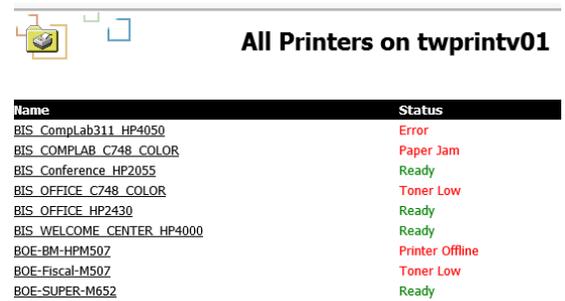


2). Start typing “Microsoft Edge” in the Search Window until you see “Microsoft Edge” appear. Left click on it to open Microsoft Edge.



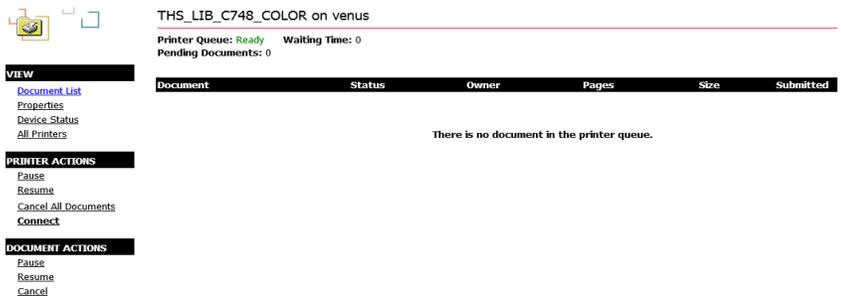
3). Once Microsoft Edge opens, Click the “Favorites Star” in the upper right corner to access Favorites. Then Click the > Next to Managed Favorites, Click the > Next to Twinsburg. Finally, Click on District Printers.

If you don't see this, type `//twprintv01/printers` in the URL/Search box at the top



4). The screen will present all of the district printers sorted by building.

5). Click on the printer you want to select.



6). Click on the word “Connect” on the left side of the screen, and confirm that you want to add the printer. The printer will be installed.

If prompted for a username and password to add the printer. Enter an FMX ticket requesting the username and password.

Note - In Google Chrome and G-Suite Apps, only the most recent printer destination is shown. You may have to click on “See More...” in Printer Destinations to see all of the printers you have access to.

Tip - In Windows 10 you can add any App (or Program) you have opened to your System Tray by right clicking on the icon in the System Tray and select “Pin To Taskbar”. This will make it easier to locate Microsoft Edge the next time you need it.