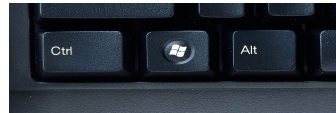


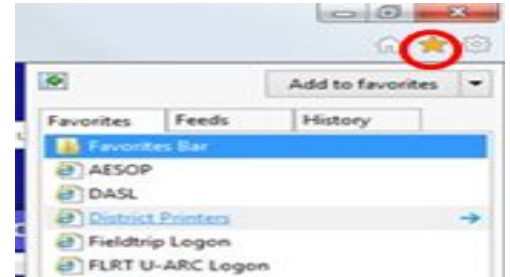
# Adding Printers in Windows 10

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



2) Start typing “Internet Explorer” until you see “Internet Explorer App” appear. Left click on it to open Microsoft Internet Explorer.

3) Once Internet Explorer opens, Click the “Gold Star” in the upper right corner to access Favorites.



4) Click the Favorites Tab.

5) Click on District Printers in Favorites.

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

**All Printers on venus**

Name	Status	Location
BIS_COMPLAB303_HP2055	Printer Offline	Bissell Computer Lab
BIS_Complab311_HP4050	Ready	Bissell - Computer Lab
BIS_Complab_Color_CL2000	Printer Offline	Bissell Computer Lab
BIS_LibraryWorkroom_HP2100	Printer Offline	Bissell - Library Workr
BIS_LIBRARY_MP6000	Ready	Bissell Library
BIS_MAILROOM_HP4000	Printer Offline	Bissell Mailroom
BIS_Mailroom_Pro906EX	Printer Offline	Bissell Mailroom
BIS_OFFICE_COLOR_CL2000	Ready	Bissell Office
BIS_OFFICE_HP2430	Ready	Bissell - Office

7) Click on the printer you want to select.

8) 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.

**THS\_LIB\_C748\_COLOR on venus**

Printer Queue: Ready    Waiting Time: 0  
Pending Documents: 0

Document	Status	Owner	Pages	Size	Submitted
There is no document in the printer queue.					

**VIEW**

- Document List
- Properties
- Device Status
- All Printers

**PRINTER ACTIONS**

- Pause
- Resume
- Cancel All Documents
- Connect**

**DOCUMENT ACTIONS**

- Pause
- Resume
- Cancel

**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 on your System Tray (taskbar) by right clicking on the icon in the System Tray and select “Pin To Taskbar”. This will make it easier to locate the next time you need it.