

Installing Tabletop Printers

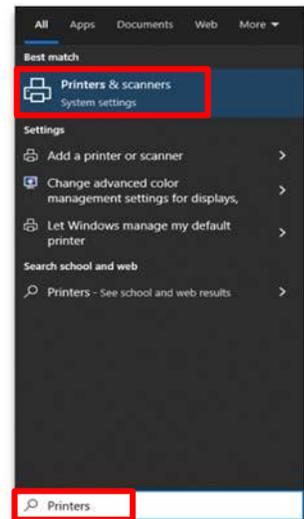
Tabletop Printers

Note: Before you begin, make sure to **Restart** your device and unlock your device with your OPS

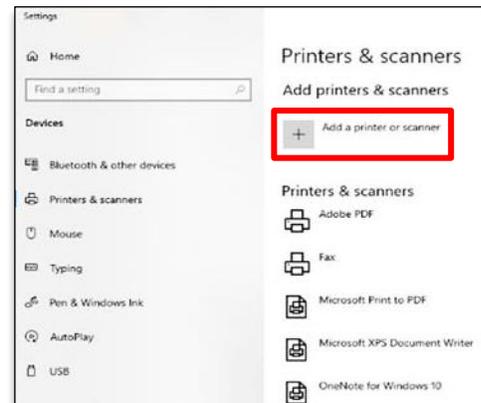
1. Click the **Cortana Search Box** on the taskbar.



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

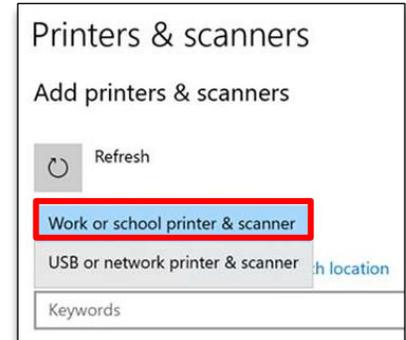


3. Select **Add a printer or scanner**.



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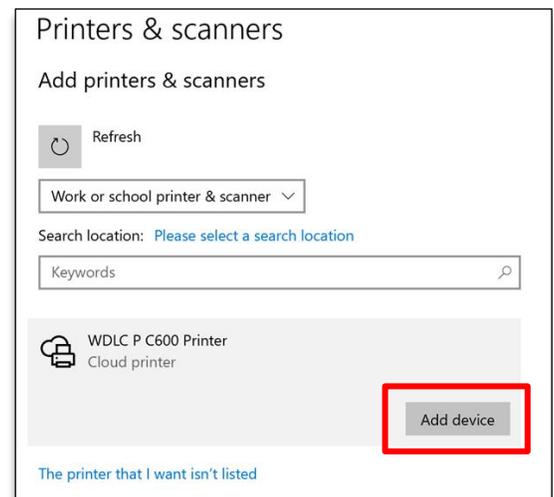
4. A dropdown box might appear. If it appears, click on the drop-down and select **Work or school printer & scanner**. If it does not appear, disregard this step and move to Step 5.



5. Locate your printer from the list. Select your printer.
 - a. **Note:** You **must** choose the Printer with the **cloud symbol** behind the printer icon.



- b. Then, click **Add device** in the block containing your printer's name. Allow your printer to successfully connect to your device.



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

