## How to install a network printer in Windows 10

1. Click in the search bar at the bottom of your screen and type 2 backslashes (above the Enter Key) and the print server name "PS1", then press the enter key.



2. Double click on the printer you would like to install. If you get an error, you do not have access to the printer. Please contact tech support.

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3. To see the printers that are installed or to set a default printer, click in the search bar and type "printer", then click on Printers and Scanners.



4.To set a default printer, you need to clear the check box "Let Windows manage my default printer", click on the printer you want for a default and click the "Manage" Button.

Settings		- 🗆 X		
O Home	Printers & scanners			
Find a setting $\rho$	Add printers & scanners	Find and manage devices		
Devices	+ Add a printer or scanner	scanner, but can't get it to work, try searching the Internet for device drivers.		
Bluetooth & other devices		Get help with your printer		
🛱 Printers & scanners	Printers & scanners			
	E Fax	Related settings		
U Mouse		Print server properties		
📼 Typing	H-Nest on ps1			
A Pen & Windows Ink	Microsoft Office Document Image Writer	Have a question?		
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Ē USB	Microsoft XPS Document Writer	Give us feedback		
	PrimoPDF			
	✓ Let Windows manage my default printer			
	When this is on, Windows will set your default printer to be the one you used most recently at your current location.			
	Download over metered connections			
	(drivers, info, and apps) for new devices won't download while you're on metered Internet connections.			

Settings		– 🗆 X
Ø Home	Printers & scanners	
Find a setting $\wp$	Add printers & scanners	Find and manage devices If you've installed a new printer or
Devices	+ Add a printer or scanner	scanner, but can't get it to work, try searching the Internet for device drivers.
Bluetooth & other devices		Get help with your printer
Printers & scanners	Printers & scanners	
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d∕₂ Pen & Windows Ink	Open queue Manage Remove device	Get help
(P) AutoPlay	Microsoft Office Document Image Writer	Make Windows better
🖞 USB		Give us feedback
	Microsoft XPS Document Writer	
	PrimoPDF	
	Let Windows manage my default printer	
	When this is on, Windows will set your default printer to be the one you used most recently at your current location.	
	Download over metered connections	
	To help prevent extra charges, keep this off so device software	

5. After you click on the "Manage" Button, click the "Set as Default" button.

← Settings		-	×
H-Nest on ps1			
Manage your device	Have a question?		
Printer status: Default	Get help		
Open print queue Set as default			
Print a test page			
Run the troubleshooter			
Printer properties			
Printing preferences			
Hardware properties			