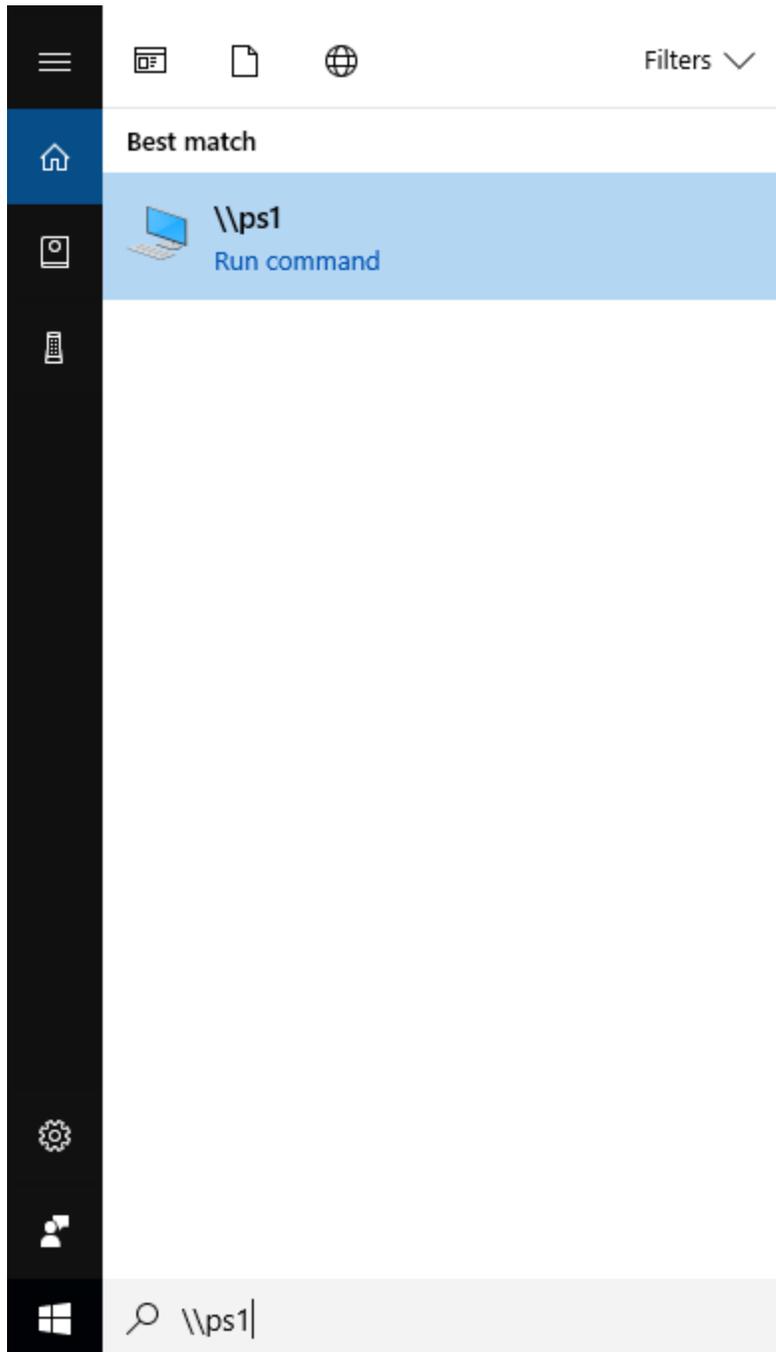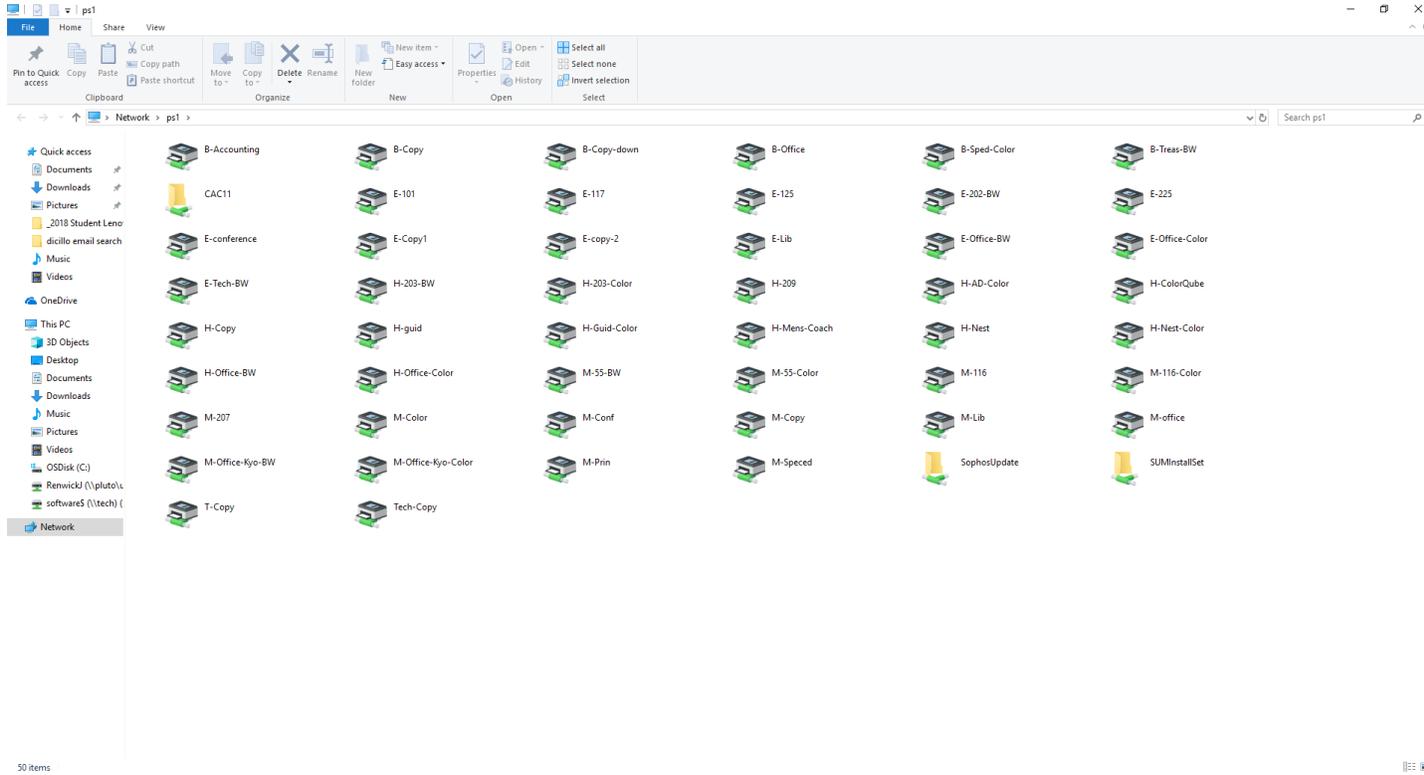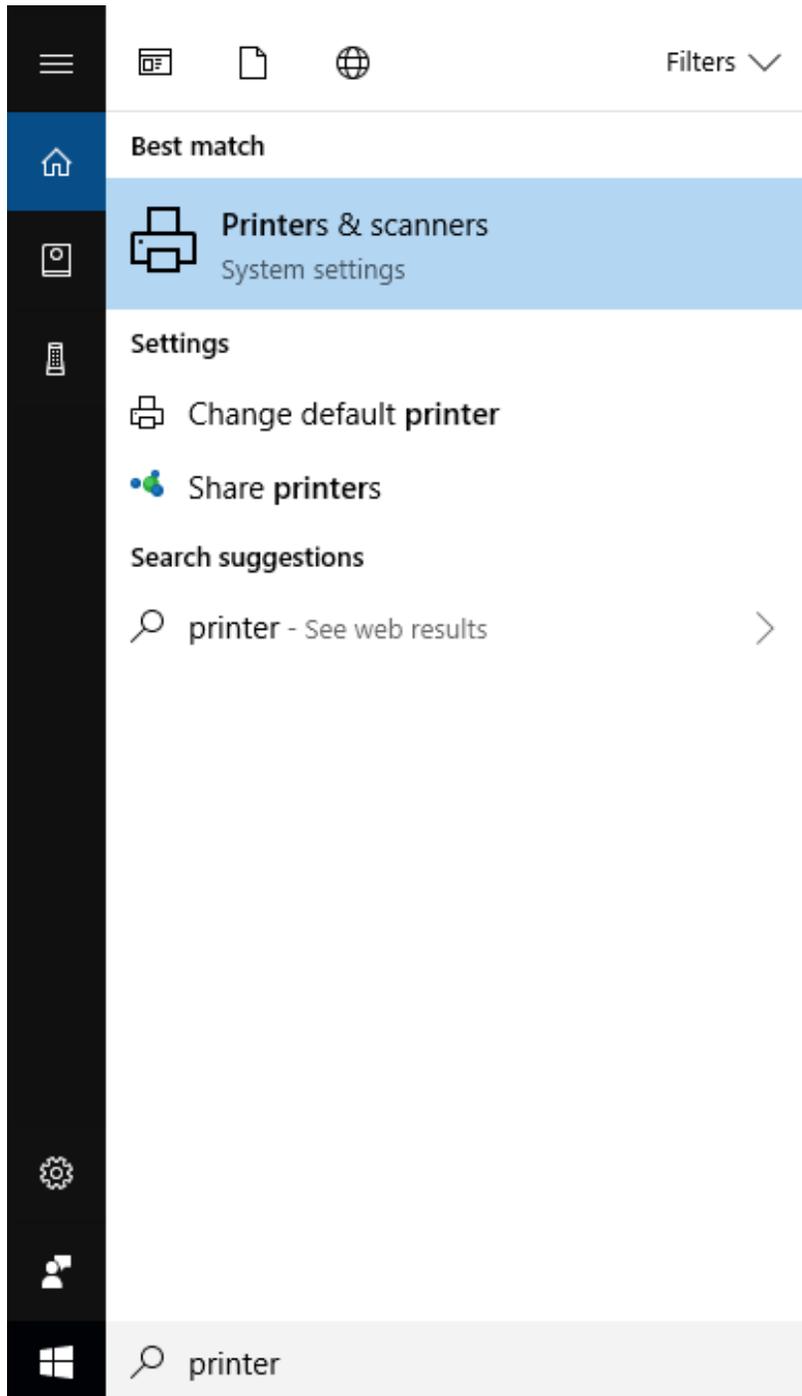# How to install a network printer in Windows 10

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.
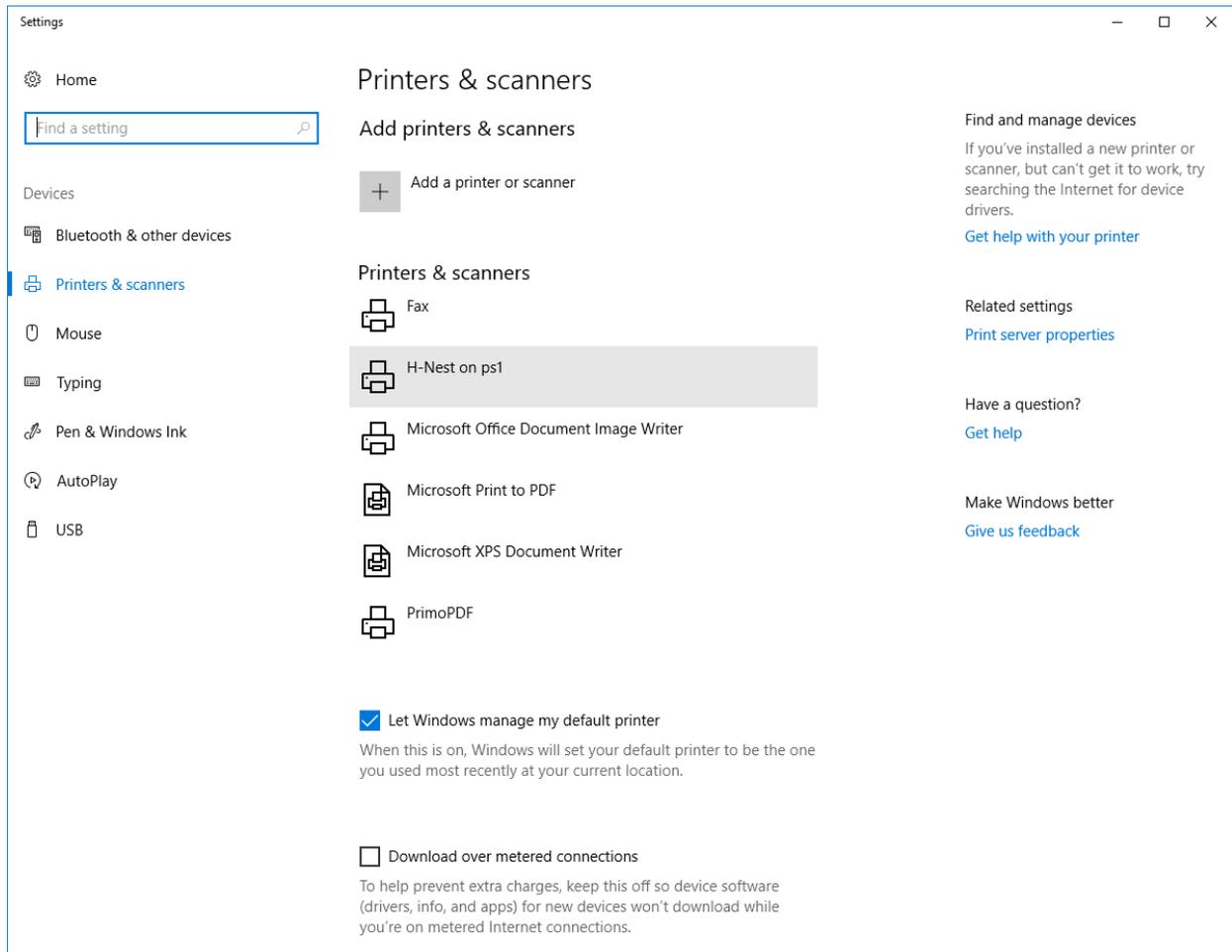
2. Double click on the printer you would like to install. If you get an error, you do not have access to the printer. Please contact tech support.
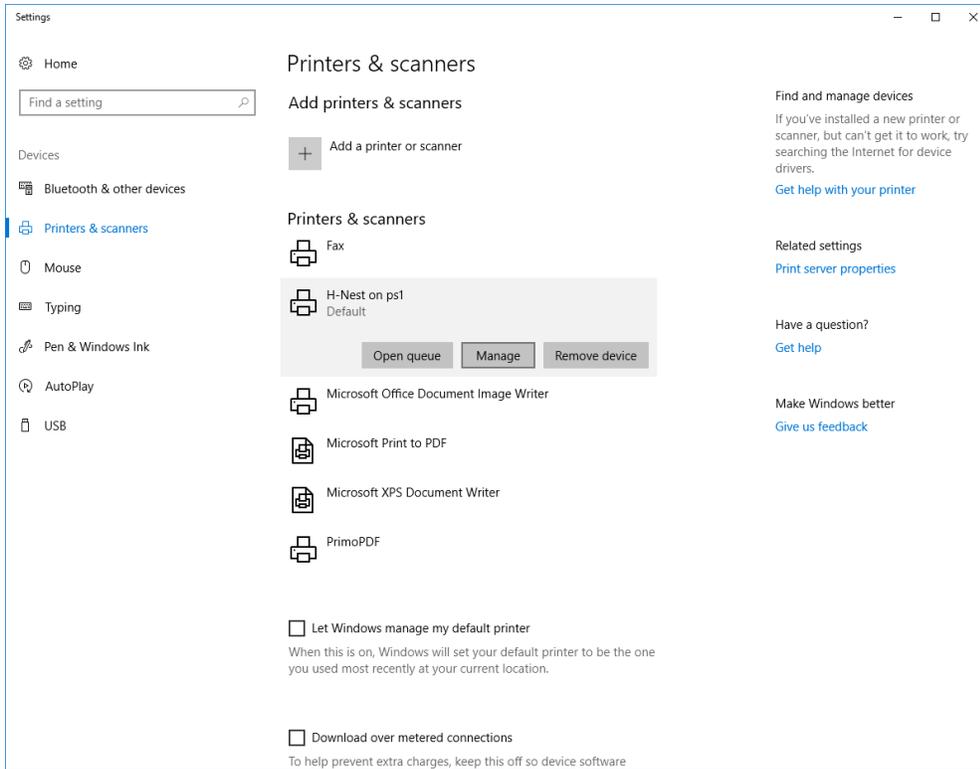
3. To see the printers that are installed or to set a default printer, click in the search bar and type "printer", then click on Printers and Scanners.

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.

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