



**IF YOU NEED TO REMOVE A PRINTER:**

- In the lower left corner of your screen, in the box that says “Type here to search,” type in the word ***printer***
- Choose **Printers & Scanners** from the menu that pops up
- Click on the printer you are trying to remove. Click **Remove Device**
- Click **Yes**, then close the window

**TO INSTALL A PRINTER:**

- In the lower left corner of your screen, in the box that says “Type here to search,” type in: **\\printers** and then press enter.
- A list of printers will appear.
- Find the printer you want to add and double click it.
- Once the printer box has popped up, your printer has been added. You can close this box.