How to Install Printers

1. Close all open documents.

2. Type the word **Control** into the search box to the right of the Windows Icon, then click **Control Panel** from the list.
   
i. Or, right-click the **Windows icon** at the bottom left corner of your screen and select **Control Panel**.

3. Click **View Devices and Printers** (also labelled **Devices and Printers**).

4. Click **Add a Printer** at the top of the box.

5. Click **The printer that I want isn’t listed**.

6. Choose **Find a printer in the directory based on location or features** and click **Next**.

7. In the **Name box**, type the name of the printer you want to install.
   
   Library printers are:
   
   - 402P1 for black & white ($0.03/page)
   - 402P1Color for colour ($0.15/page)

8. Click on the name of the printer you want to install and click **OK**.

9. Once the printer has installed, click the **Next** and the **Finish** buttons.

10. Close the **Devices and Printers** box.