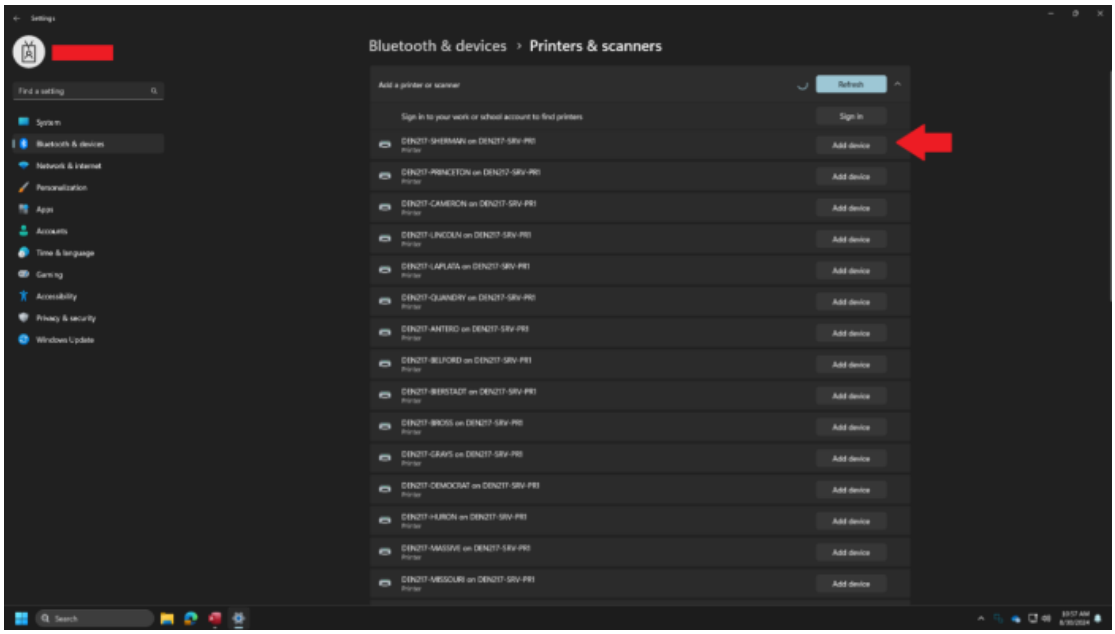
Printer Questions

Brandon Allen - 2024-10-15 - Frequently Asked Questions (FAQs)

How do I add a printer in Windows?

1. Select Start > Settings > Bluetooth & devices > Printers & scanners.
2. Next to **Add a printer or scanner**, select **Add device.**
3. Wait for it to find nearby printers, then locate the one you want to use, and select **Add device**. If you want to remove the printer later, select it, and then select **Remove**.
4. If you don't see the printer, you are looking for, please submit a helpdesk ticket. Please note you will not be able to find the printers if you are working from home or remotely.



Can I use a printer or scanner if I am working from home or remotely?

Company policy does not normally permit printing company documents outside of our offices. This is to protect our client's personal information. As such we generally do not provide printers or scanners for remote

employees.

If you believe an exception is warranted, please reach out to your supervisor. A business reason for why a printer is needed outside of company premises is required and is subject to CIO approval.

TSG IT will not provide any assistance regarding the use of non-company owned printers or scanners.