

Knowledgebase > Frequently Asked Questions (FAQs) > Printer Questions

## **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.
- 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.
- If you don't see the printer, you are looking for, please <u>submit a helpdesk ticket</u>.
   Please note you will not be able to find the printers if you are working from home or remotely.

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Find a sadding 0.		U Retroit A	
System	Sign in to your work or school account to find printers		
🚦 🛢 Blacksoth & devices	CIN217-SHEMMAN on DEN217-SHV-PRE	Add device	
<ul> <li>Network &amp; Internet</li> <li>Personalization</li> </ul>	SH021-WINCETON on DEN22-SRI-WR		
Appl	GEN217-CAMERON on DEN217-SRV-PR1	Add device	
💄 Accounts	G EX207 4 MCOLIN on DEX27 450 FR8		
97 Eans & Eanguage	CIRCUT-LAPLACA on DIRCUT-SIX-PRI		
* Accessibility	CH207-QUANDRY on DIN(17-SRV-PR)		
<ul> <li>Privacy &amp; security</li> <li>Windows Update</li> </ul>	CIN217-ANTIRO on DIN217-SRV-PRI		
	G CHART-SELDORD on CHART-SEV-FRI		
	CEN217-BERSTADT on DEN217-SITY PRI Protoc		
	DIV217-BR005 on DEIX27-589-PR     Proces		
	DIN217-GRAPS on DEN217-SRV-PR8 Prime		
	CEN217-DEMODIAT on DEN217-SIV-P81 Porter		
	CIN217+BJICN on DIN217-SW-PBI		
	CEN217-MASSANE on DEN217-SR/-PR0     Procee		
	CIN27-VESCUE on DIX27-SIV-PRI Press		
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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.