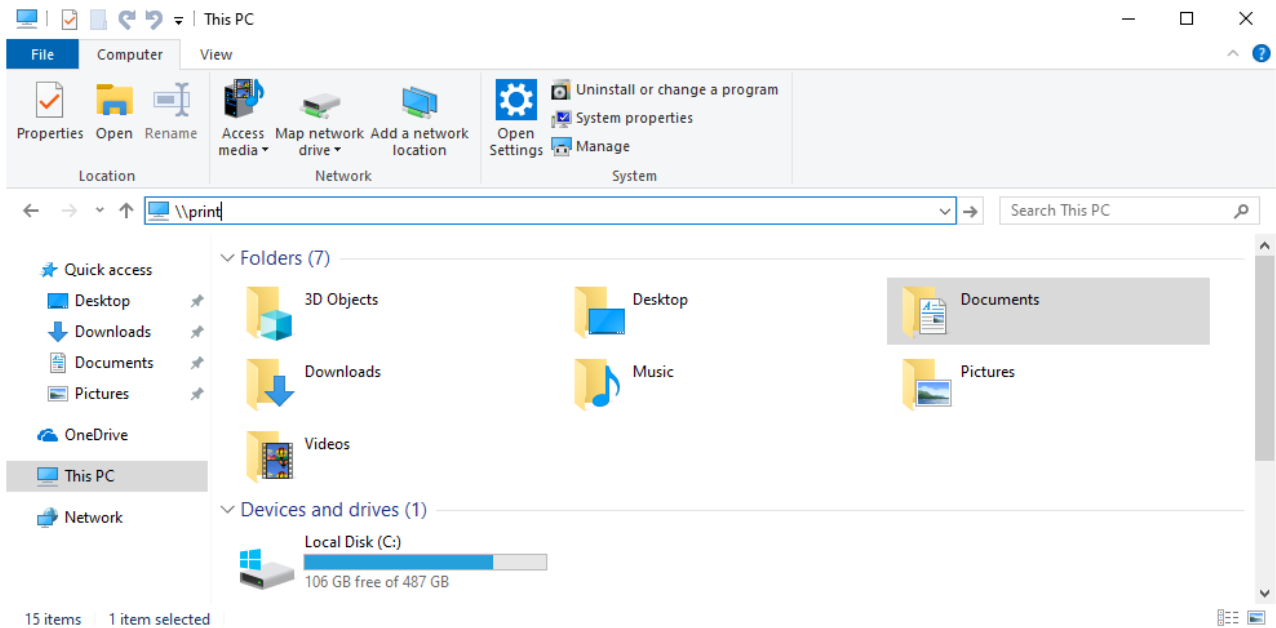


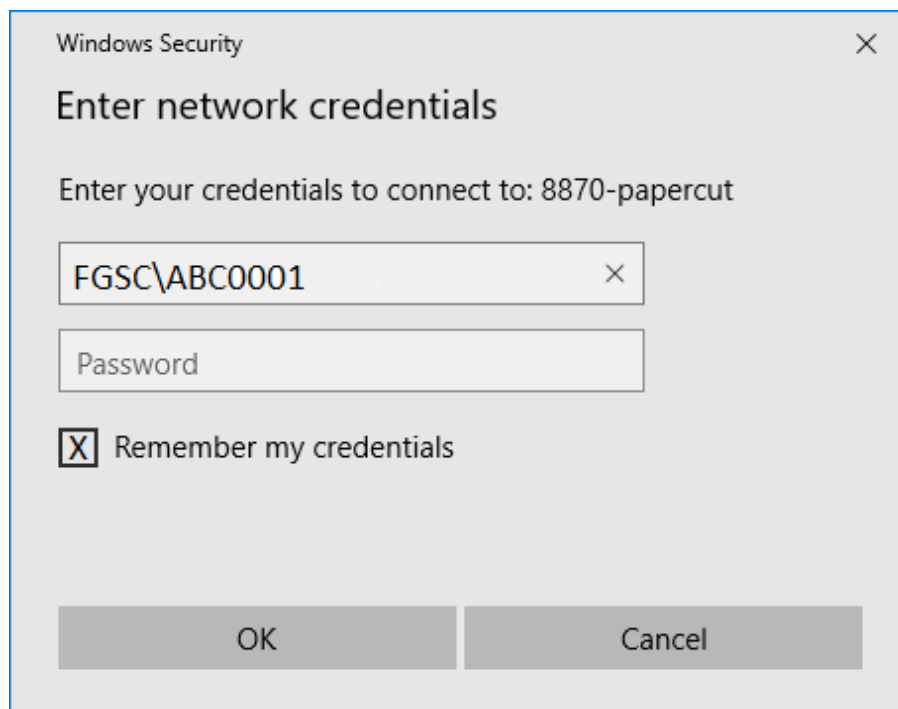
# HOW TO INSTALL A PRINTER ON WINDOWS COMPUTER

## 1. Open File Explorer

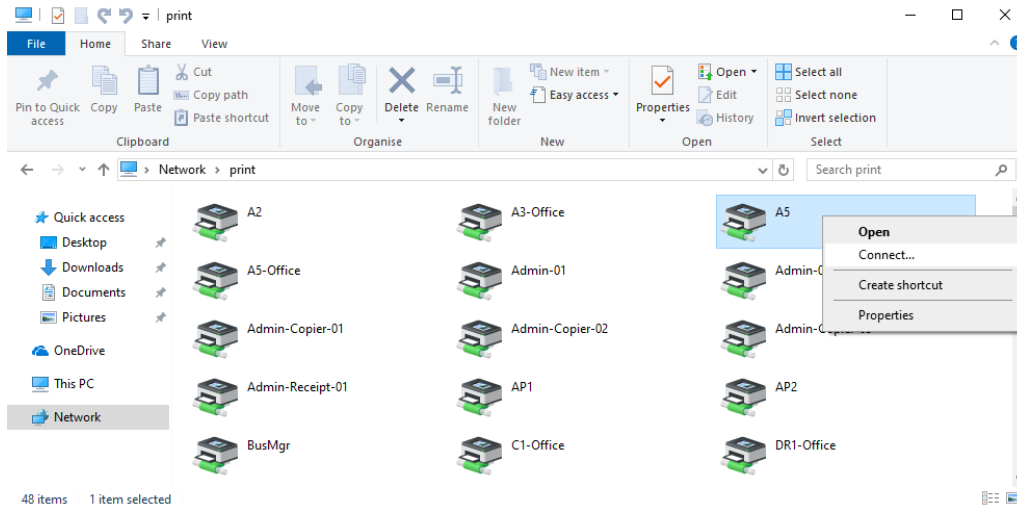


2. Type \\Print in the address bar at the top and press Enter

3. If prompted, type in **FGSC\username** and your password. Also select “Remember my credentials” the select “OK”

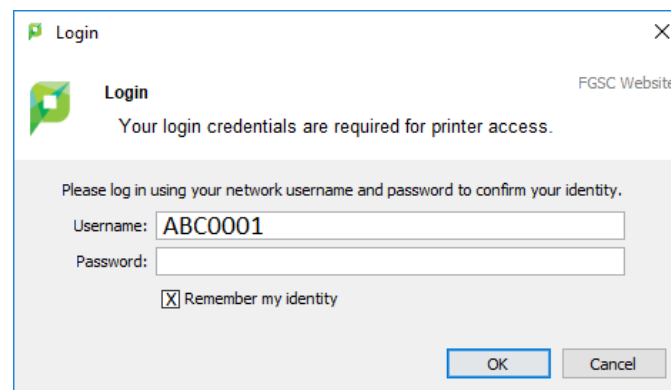


#### 4. Right click on the printer you would like to install and select connect



#### 5. Scroll to the bottom of the windows and find and open folder called “PCClient”, then open the “win” folder, then run “pc-client-local-cache”

#### 6. After a short time you will be prompted for your username and password fill these details in and select “Remember my identity” then select “OK”



To choose a default printer, select the **Start** button and then **Settings**. Go to **Devices > Printers & scanners > select a printer > Manage**. Then select **Set as default**. If you have **Let Windows manage my default printer** selected, you'll need to deselect it before you can choose a default printer on your own.

In Windows 10, your default can be the printer you last used. To turn on this mode, open **Start** and select **Settings > Devices > Printers & scanners**. Select the checkbox beside **Let Windows manage my default printer**.