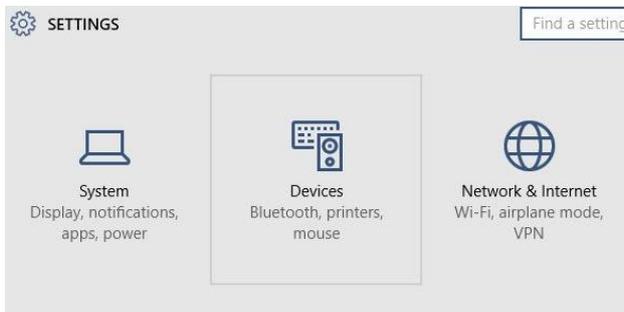## Printers Unlimited (Roberts Ink) Help sheet Windows 10

Your printer will need connecting to your PC – even if it is the identical model to the one you had before. This is because every printer has its own unique number that your PC needs to find to connect for the first time.
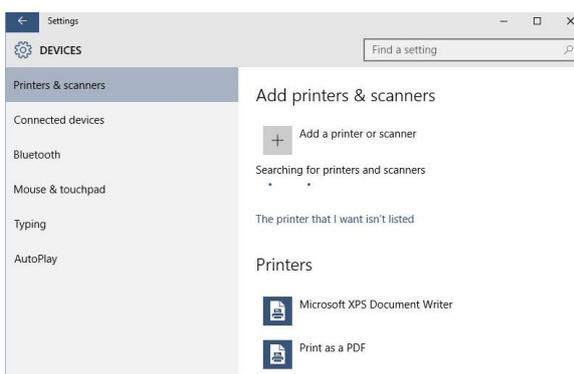
Windows 10
1. Connect your printing device to the PC.
2. Click the Start button from the desktop screen.
3. From the Start menu, click **Settings** – the icon that looks like a cog

4. On the **SETTINGS** window, click **Devices**.

5. Once the **DEVICES** window opens up, from the left panel, make sure that the **Printers & scanners** category is selected.
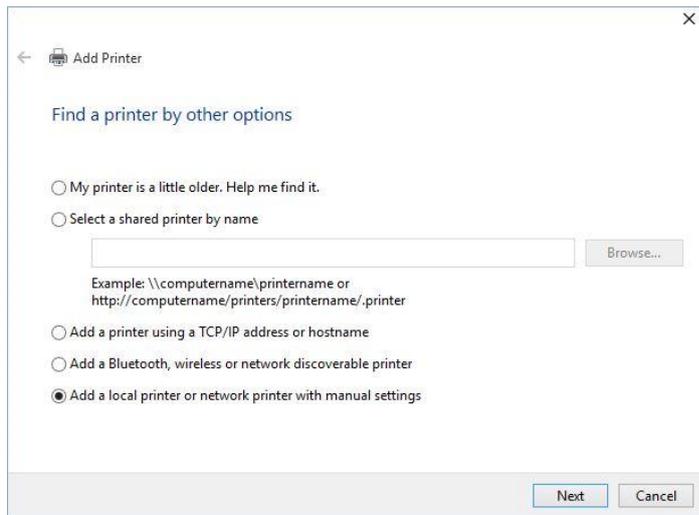

6. From the right panel, under the **Add printers & scanners** section, click **Add a printer or scanner**.
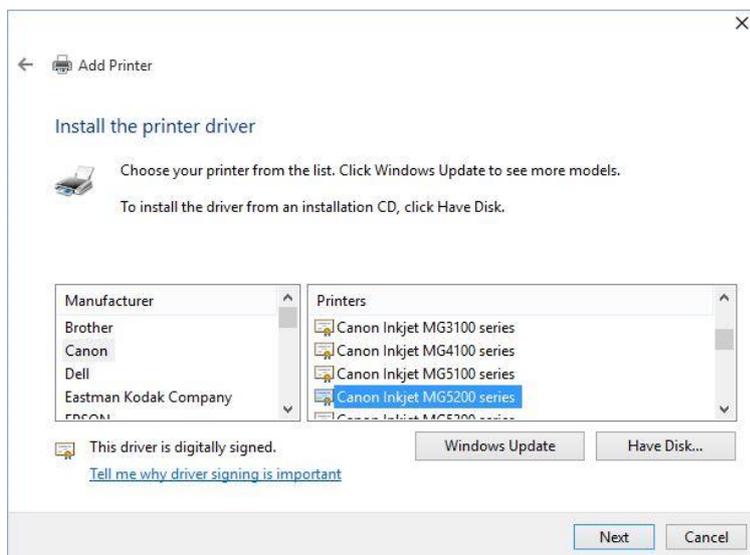 **Wait** while Windows searches for the connected printer.

Note: If Windows finds the printer, you can click its name and can follow the on-screen instructions to complete the installation process. If Windows fails to detect the printer, you can continue to step7 overpage.

7. If Windows cannot detect the connected printer, click the **The printer that I want isn't listed** link

On the **Choose a printer port** window, leave the default options selected and click **Next**.

8. On the **Install the printer driver** window, from the displayed list of printer manufacturers in the left section, click to select the one to which the connected printer belongs.

9. From the right section, locate and click to select the specific model of the printer that is connected to the PC.

10. Click **Next** to proceed to the next step and opt whether to share the printer if you have a network of PCs or not.

On the final page of the wizard, click the **Print a test page** button to check the connectivity and proper functioning of the printer. (Optional)

Click **Finish** to complete the process.