OLD DOMINION
UNIVERSITY
IDEA FUSION
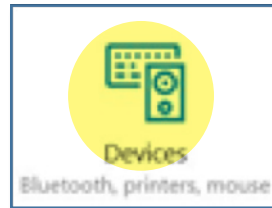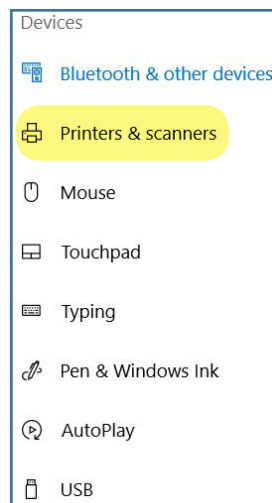
To get to printer or scanner settings:

1. Click the **Start** button and select the **Settings** icon.

2. Click **Devices**.

3. Select **Printers & Scanners**.

Information Technology Services

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To add a printer:

1. Click the **Add a printer or scanner** button.

2. If your printer shows up in the list you can click it to add the printer.

3. If your printer does not show up click **The printer that I want isn't listed**.

4. Select the option most relevant to the type of printer you are setting up and follow the on screen instructions.