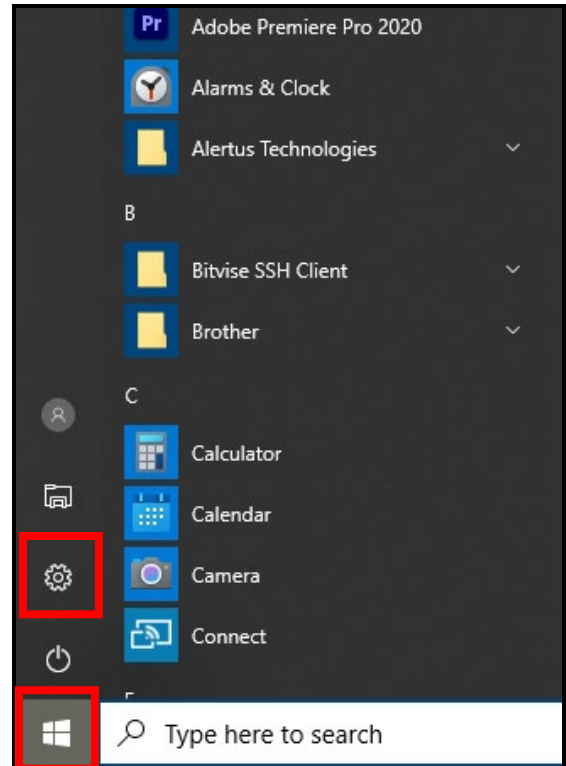


## HOW TO INSTALL THE FIND-ME PRINTER ON WINDOWS 10

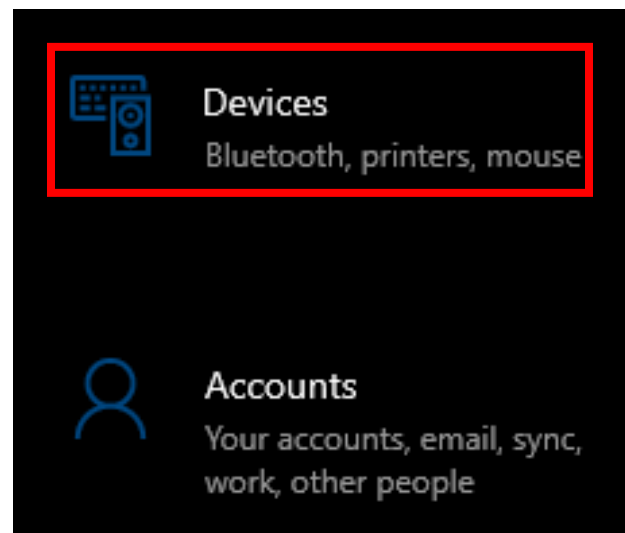
### STEP 1 – OPENING THE WINDOWS 10 SETTINGS MENU

Click the **Start Button** in the lower left-hand corner and click the **Gear icon** to open the **Windows 10 Settings Menu**



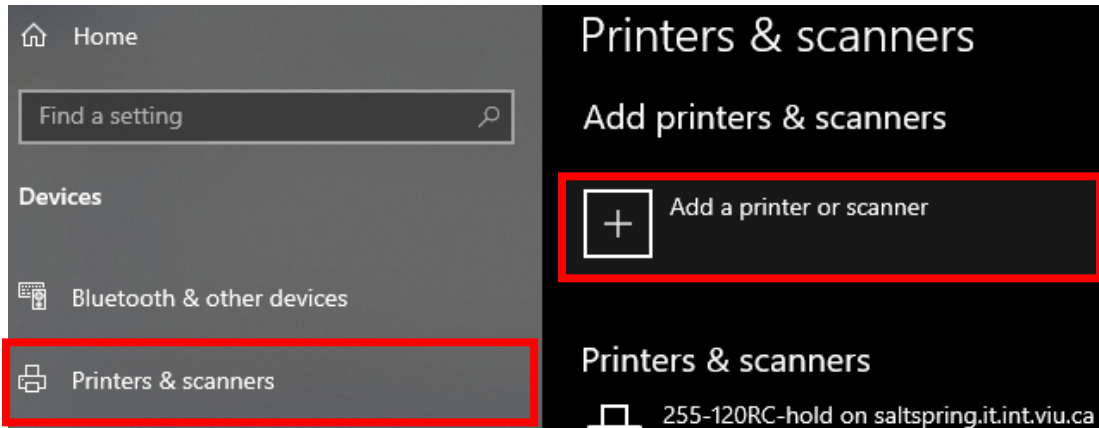
### STEP 2 – OPENING THE DEVICES MENU

Find **Devices** and click on it to open the **Devices Menu**



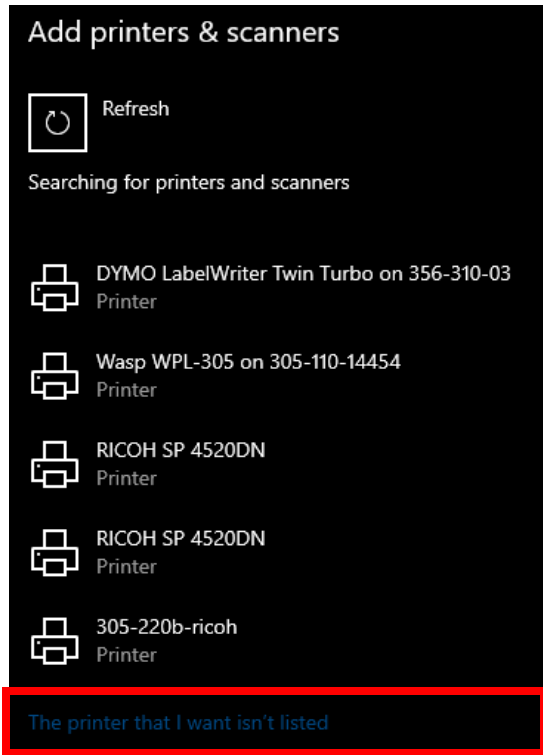
### STEP 3 – OPENING THE PRINTERS & SCANNERS MENU

Along the left-hand side, click **Printers & scanners** then click **Add a printer or scanner**.



### STEP 4 – OPENING THE ADD PRINTER WIZARD

After a few moments, you will be given the option **The printer that I want isn't listed**. Click on that option to bring up the **Add Printer** wizard.

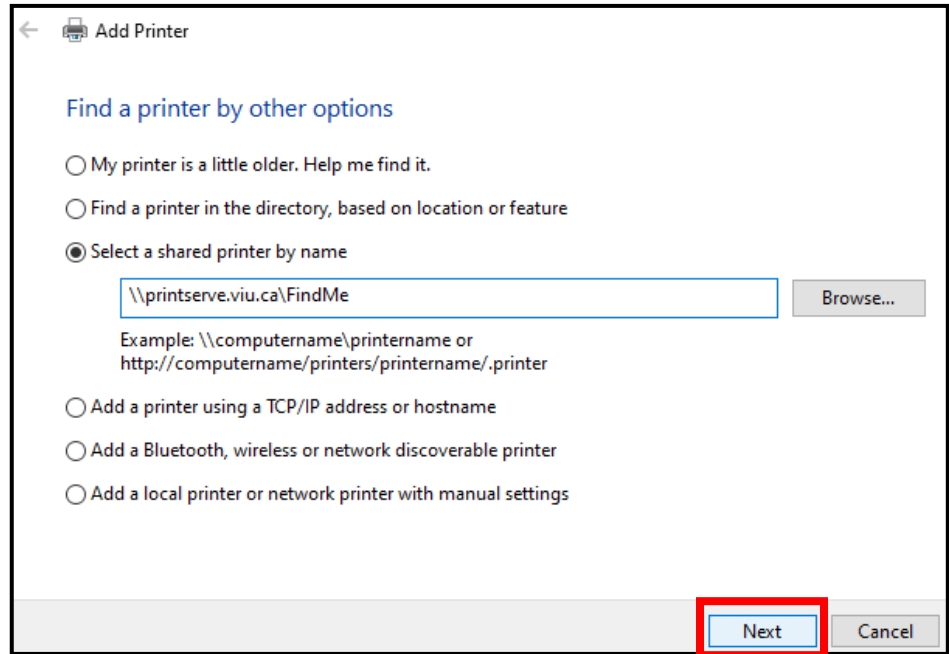


## STEP 5.1 – ADDING THE PRINTER

Select the option **Select a shared printer by name**  
Now, enter the following in the text field:

**\\printserve.viu.ca\FindMe**

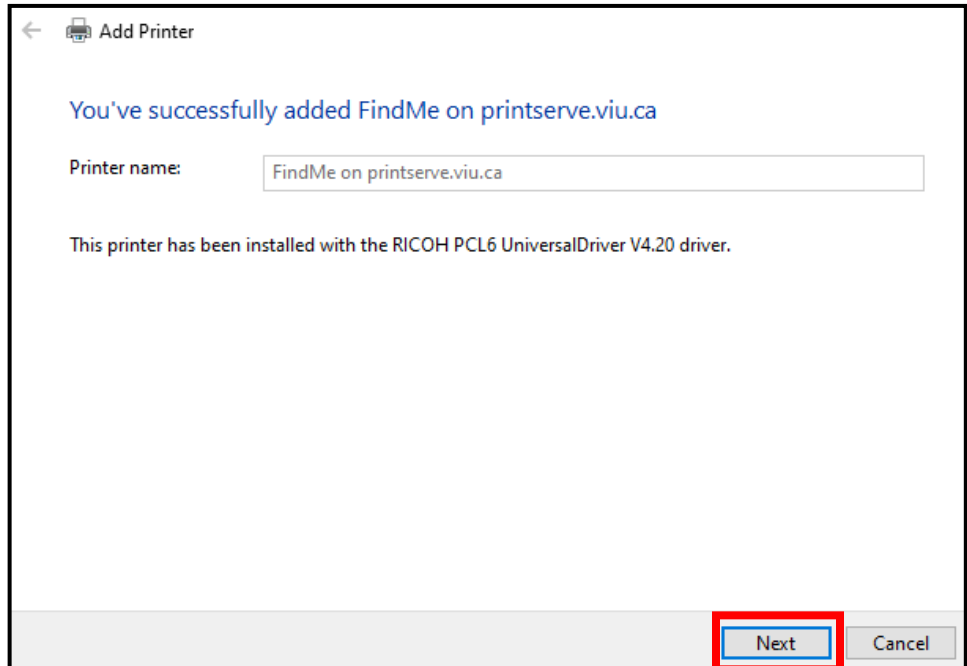
Click **Next**.



## STEP 5.2 – PRINTER SUCCESSFULLY ADDED

Hooray! You have successfully added the **FindMe** Printer.

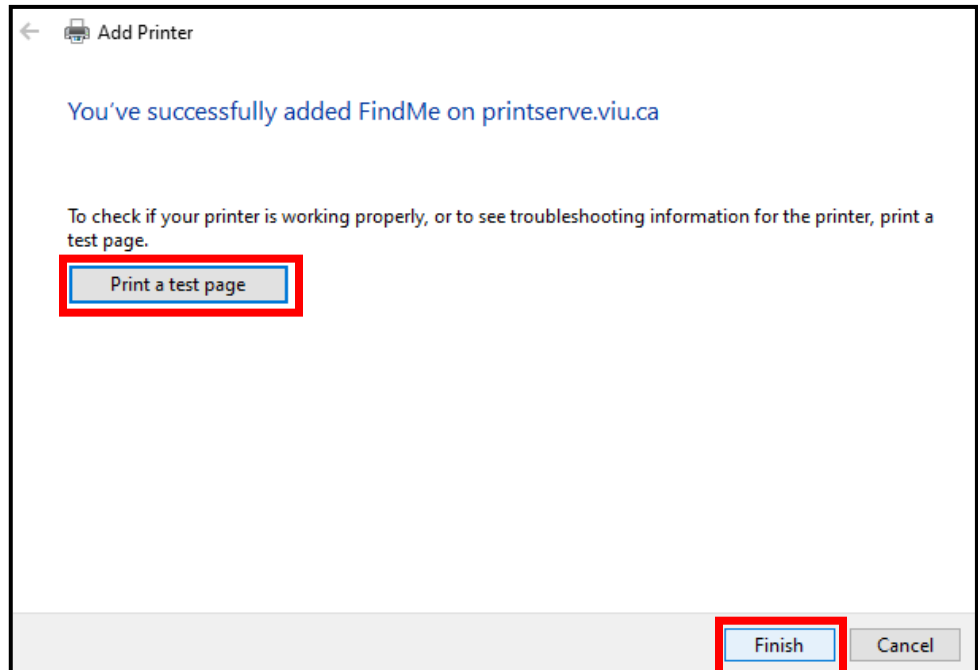
Click **Next**.



## STEP 5.3 – FINISHING UP

You're all done! Just click **Finish** and away you go!

You may **Print a test page** if you wish to test it out.



If you are still having trouble connecting to the FindMe printer, please contact [Managed.Print@viu.ca](mailto:Managed.Print@viu.ca) and provide the following details:

- Your printer name and location
- The error message you are receiving