

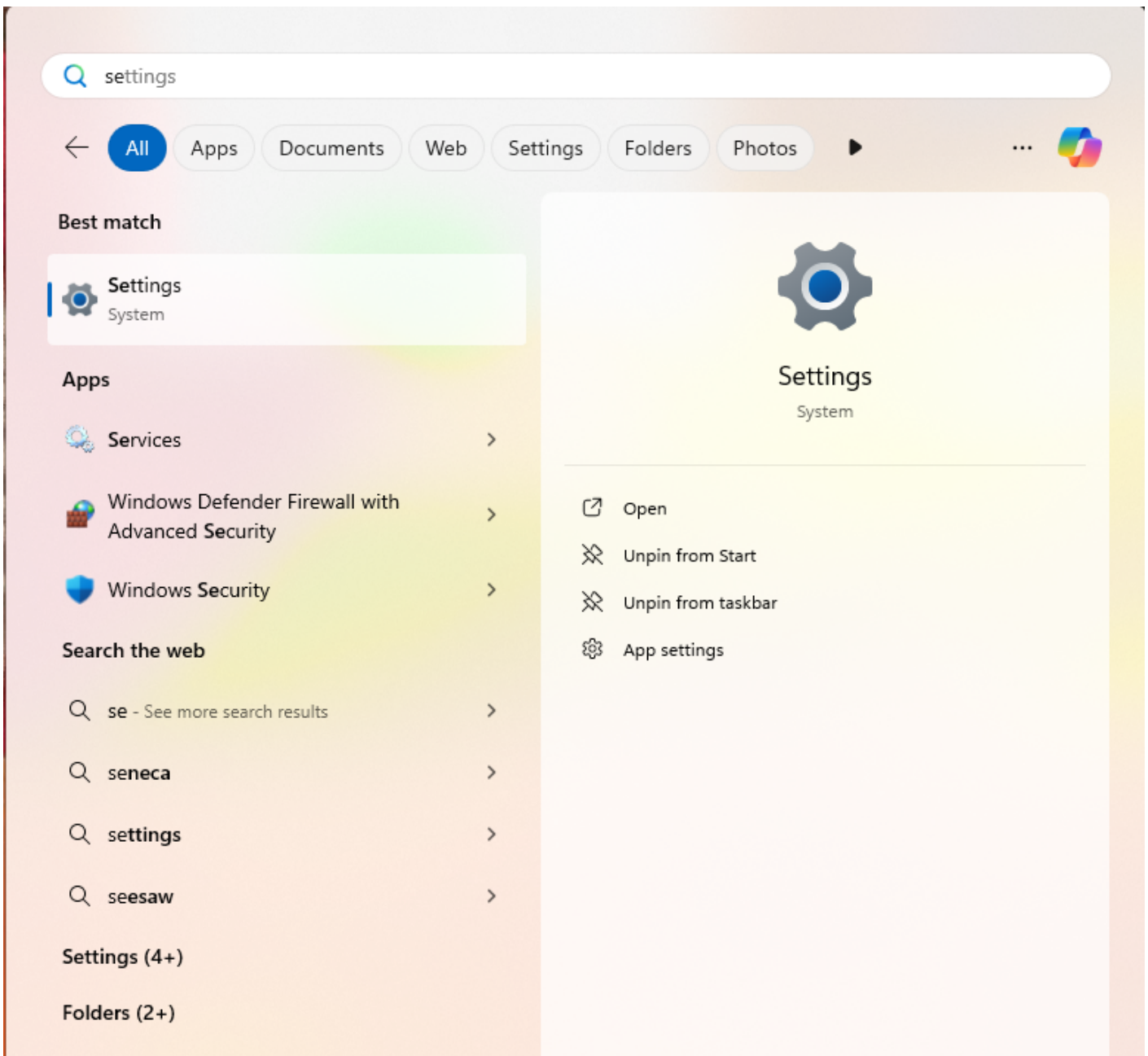
# Windows: Adding a Printer in Windows

## What will be covered:

- How to add a printer
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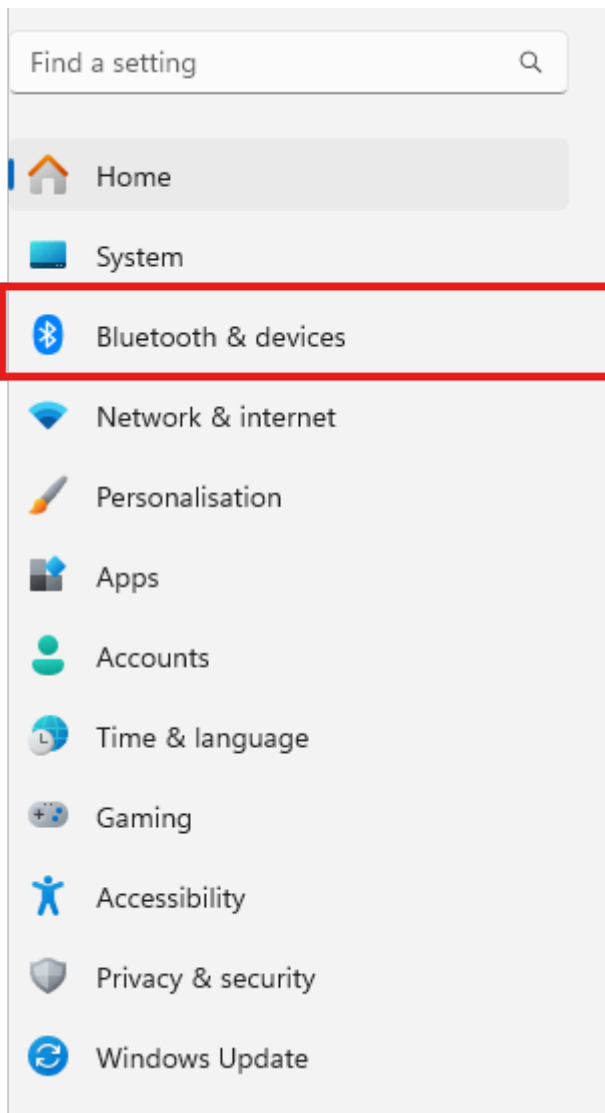
## 1. Open the Settings menu

Press the **Windows** key on your keyboard to bring up the Start Menu. Type **settings** in the search bar.



## 2. Open the Bluetooth & devices section

Look for the **Bluetooth icon** on the middle left of the screen.

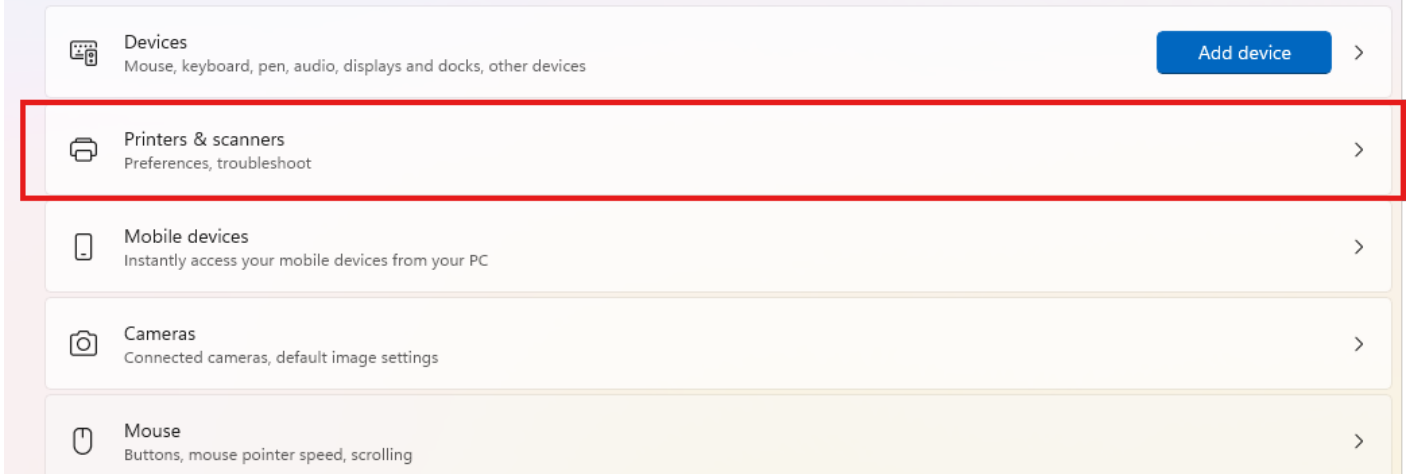


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### 3. Open Printers & Scanners

Select Printers & Scanners in the list of options.

## Bluetooth & devices



The screenshot shows the Windows 'Bluetooth & devices' settings page. It features a list of device categories with icons, titles, and descriptions. A blue 'Add device' button is located in the top right corner of the 'Devices' section. The 'Printers & scanners' option is highlighted with a red rectangular border.

Category	Description	Action
Devices	Mouse, keyboard, pen, audio, displays and docks, other devices	Add device >
Printers & scanners	Preferences, troubleshoot	>
Mobile devices	Instantly access your mobile devices from your PC	>
Cameras	Connected cameras, default image settings	>
Mouse	Buttons, mouse pointer speed, scrolling	>

## 4. Click Add Device

Windows will automatically search the network for available printers. Most of the times this might fail due to drivers not being installed. Depending on the printer you are trying to connect, search the printer model and name on google to install the drivers. after they have been installed re-add the printer. Make sure you are on the same network as your printer.

## Bluetooth & devices > Printers & scanners

Add a printer or scanner

Add device



KONICA MINOLTA bizhub C3350(E1:2A:C7)



Microsoft Print to PDF



OneNote (Desktop)



### Printer preferences

Allow Windows to manage my default printer

On

Download drivers and device software over metered connections  
Data charges may apply

Off


### Related settings


Print server properties



Troubleshoot



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