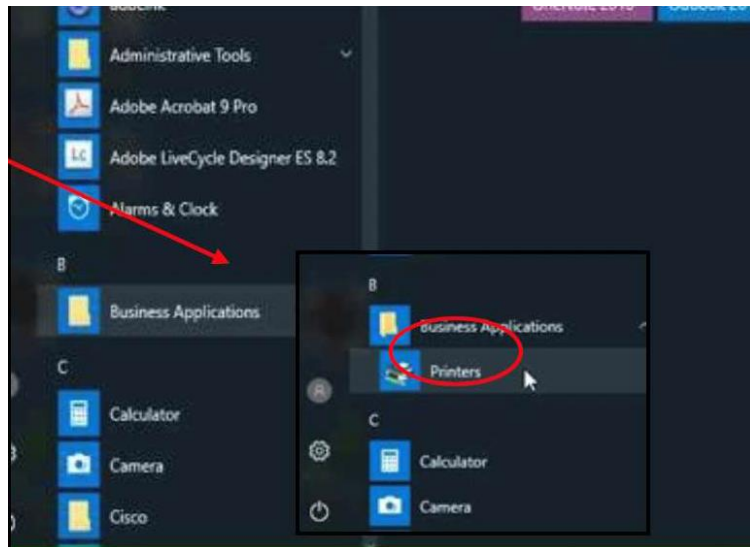# How to connect to a printer

This guide will walk you through how to connect to a printer, and how to print from a Windows 10 laptop.
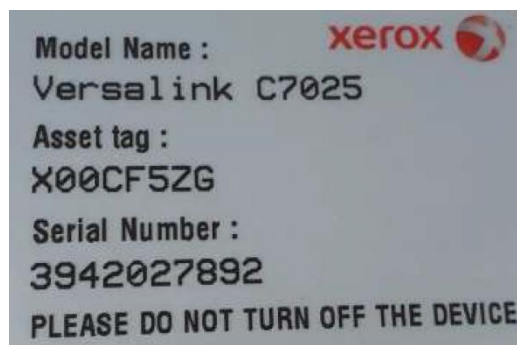
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Connect to a printer

1. **Click** the Windows icon

2. **Scroll** and **click** on Business Applications

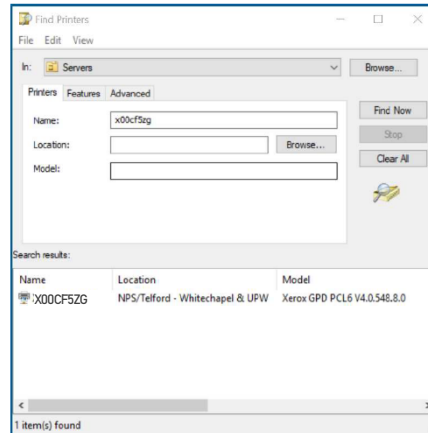3. **Click** on Printers (this will appear under Business Applications)

4. **Type** in the asset tag in box next to 'Name'.

The asset tag can be found on a sticker somewhere on top of the printer it will look something like this:

5. **Click** "Find Now" and the printer should appear in the "Search results" area:
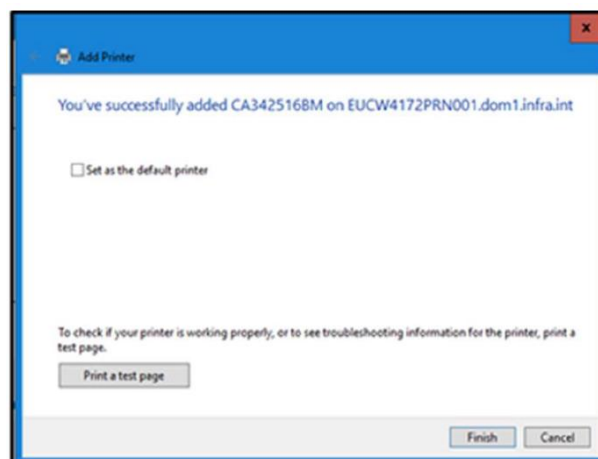

6. **Double-click** on the listed printer; the installation will begin.

> If you are not sitting in your usual place of work you will need to set this up again in your new location.

7. Once installed, you will be notified.

8. If you want to double check that you are connected, **click** on 'Print a test page' and then **click** Finish. A test page will be printed if you are connected correctly.
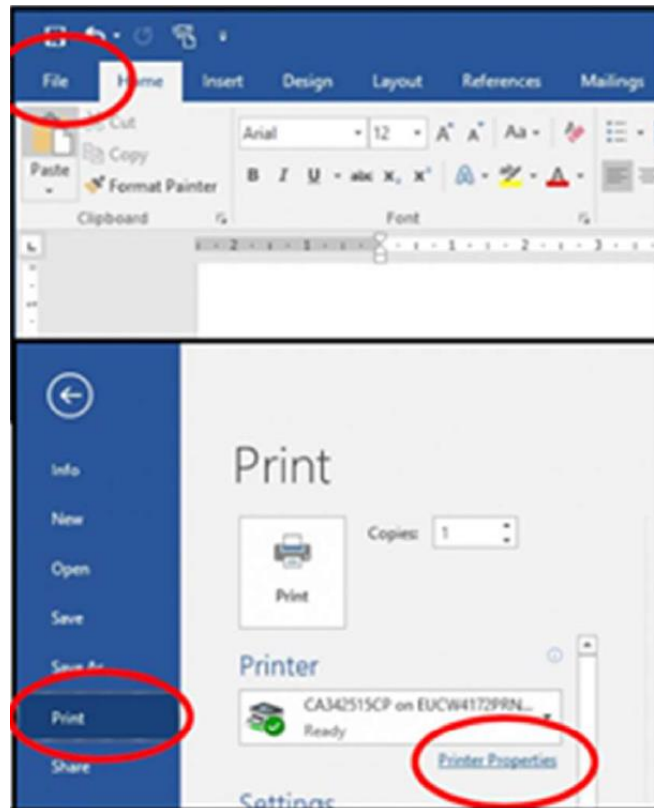
Print Securely

Not all printers have a secure print option. The ones that do will have keypads.

1. **Open** a document and **click** File.

2. **Click** Print.

3. **Click** Printer Properties.

4. **Click** the drop down and **select** Secure Print.

If you do not see the secure print option, select a different printer with the option to print securely.

5. **Enter** your numeric passcode and then click confirm passcode.

6. **Click** OK and then **click** OK again.

> Your Secure Print passcode is now set up for this printer. Write it down so you don't forget.

7. **Go to** your chosen printer.

8. **Press** the Job Status (i) button on the printer control panel.

9. **Select** your job and then **select** Release.