Step 1: Open Devices and Printers by clicking the Start button, and then, on the Start menu, clicking Devices and Printers. For Windows 10 click on the Windows icon, settings, Devices.

Step 2: Select Add a Printer
**Step 3:** Select **Add Network Printer**

**Step 4:** Select one of the two Lexmark library printers. IP addresses ending in 8 and/or 9.
**Note for Windows 10 users:** after choosing “The printer that I want isn’t listed” you will need to choose the top bubble, “My printer is a little older. Help me find it” option for the printers to be available for installation. The two IP addresses for the printers will then be available. Choose one at a time to install and rename to match the copier that the test page is printed from.

**Step 5:** We now want to tell Windows that we want to install a **LEXMARK XM7100**.
* If you do not see it, simply select **Windows Update**. This update will take perhaps 10 minutes! **Do NOT interrupt it!** After it has updated, you can select **Lexmark XM7100**!