Windows Printer Installation

To install a printer on your PC, click on the Start Button, usually in the bottom left corner of your screen. Once you click the button, type: `\bu-printers` and press Enter.

Locate the printer you wish to install and double-click the icon.
This window will appear when the printer has been installed:

The printer will appear in your list of printer choices. To set the printer as your Default Printer, click on the “Printer” menu and select “Set As Default Printer”