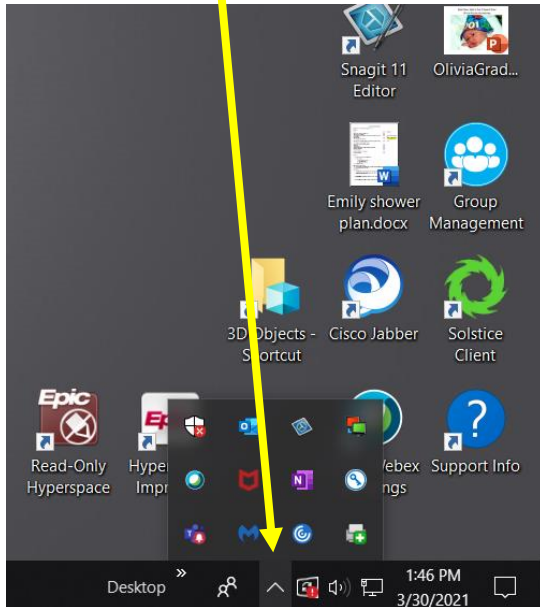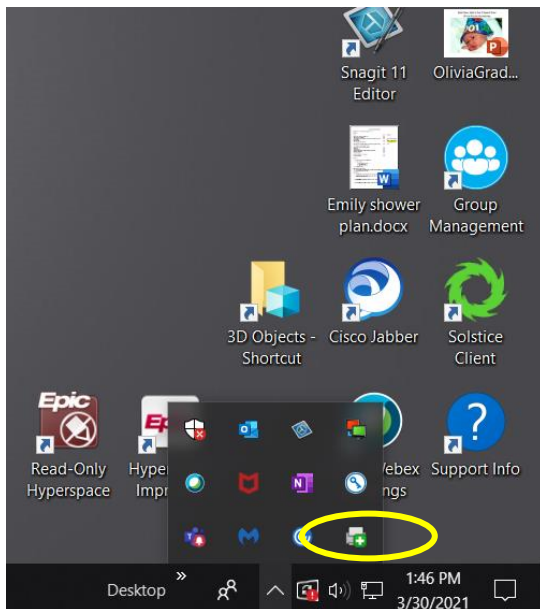**Printer Logic Tip Sheet**

<u>Step 1:</u> Click the arrow on the bottom right side of the ribbon to bring up a list of icons

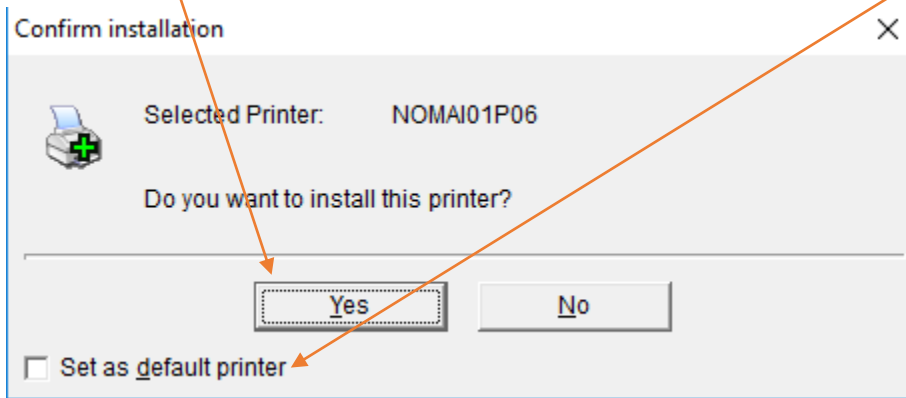<u>Step 2:</u> Click the printer with a green plus sign as circled below

Step 3 – Locate the printer ID on the front of the printer (ID is a series of letters and numbers, like "NOMAI01p06"). After "Printer Logic" window opens, type in the printer ID in the search and click on it when it pops up
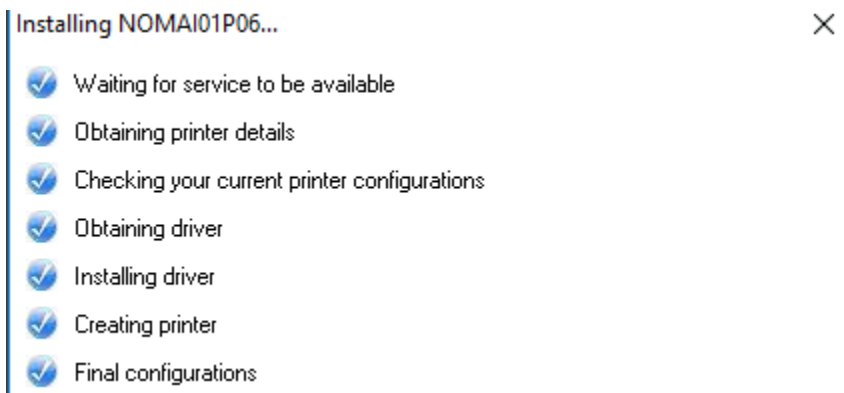

Step 4 – If you would like to set this as your "default printer", check the box for "set as default printer"
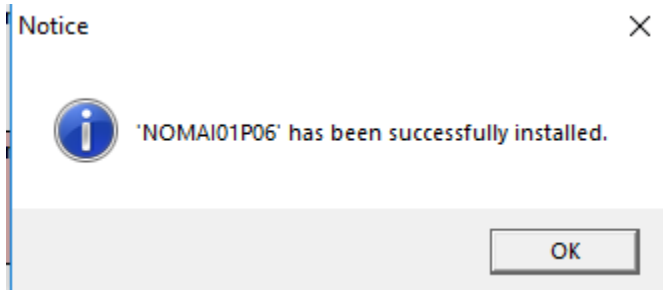
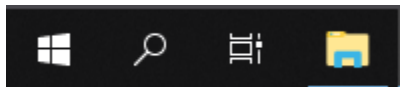**Step 5** – click "Yes" to install the printer

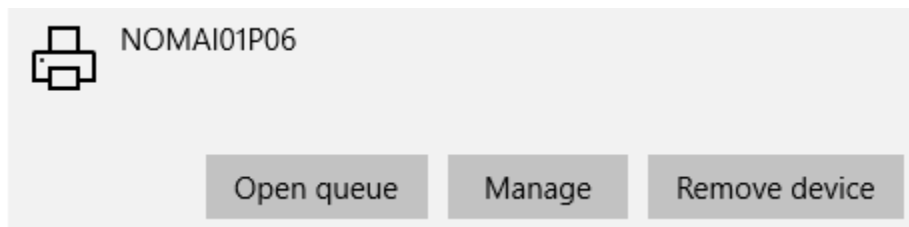**Step 6** – The following should pop up and install automatically

Step 7 – When completed the Notice below will pop up

Step 8 – To confirm the printer was installed correctly click the magnifying glass shown below and type "printer" in the box -> Click "Printers & Scanners"

Step 9 – Find the printer you just installed and click on it -> you should then be able to click "Manage" as shown below

Step 10 – Once the "manage your device" screen pops up, click "print a test page"

Step 11 – Check your printer for a test page.