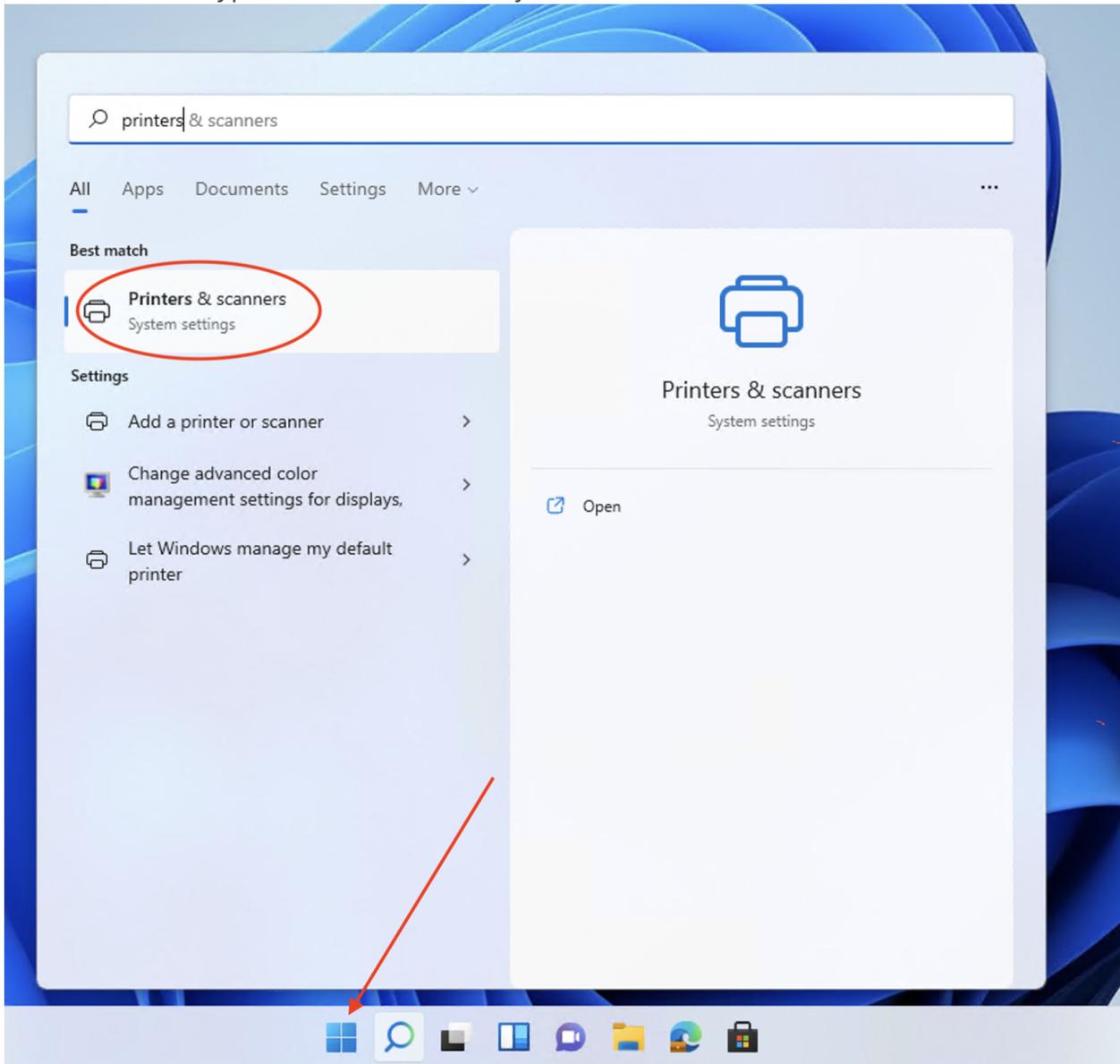
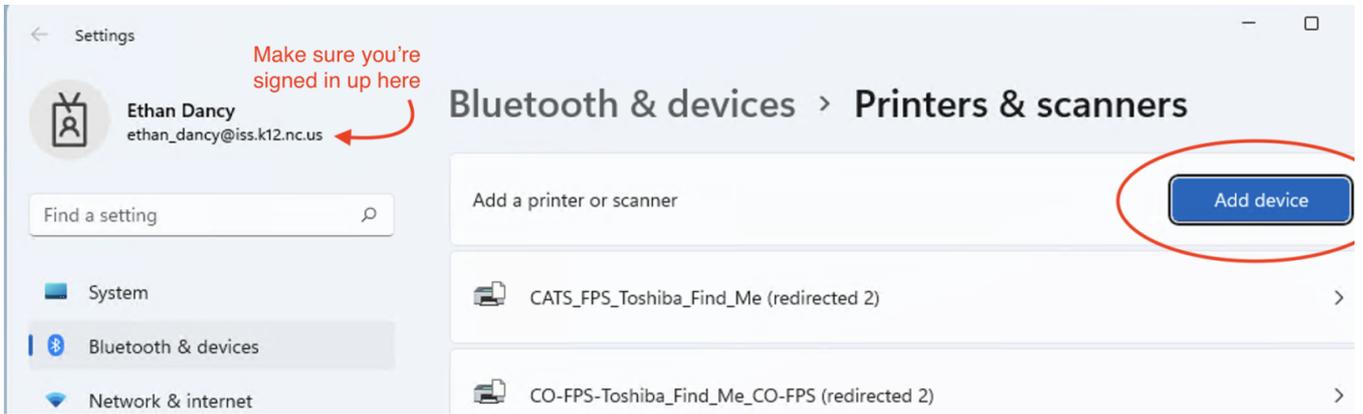


# How to Add A Cloud Printer to Windows

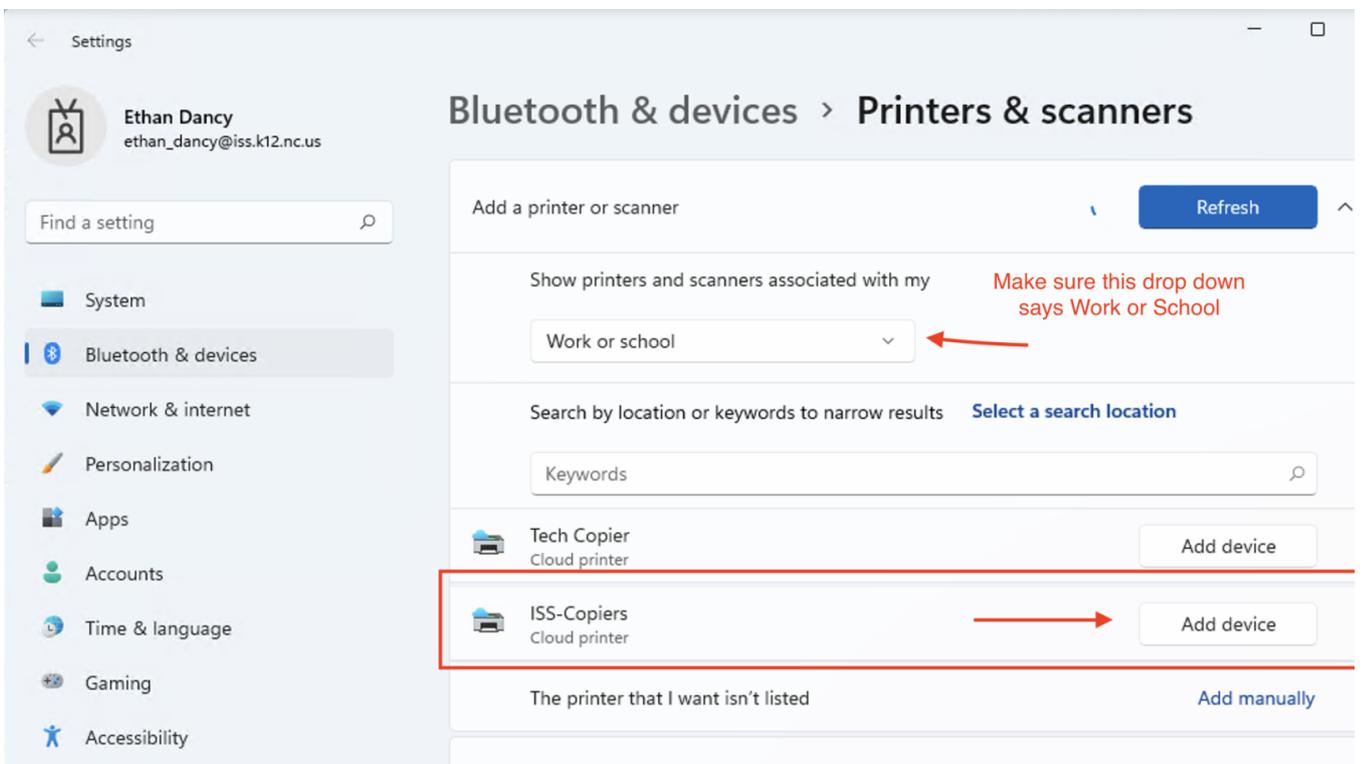
1. Go to Start and type Printers - and then you should locate Printers & Scanners



2. Make sure you are signed in in the top left, and then click **Add Device**



3. Make sure to change the drop down to **Work or School**, it will then will show you a few options for Cloud Printers. Click Add Device beside **ISS-Copiers**.



4. Now, if you print to this printer called ISS-Copier, you can retrieve it on any copier with your timekeeper number.

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