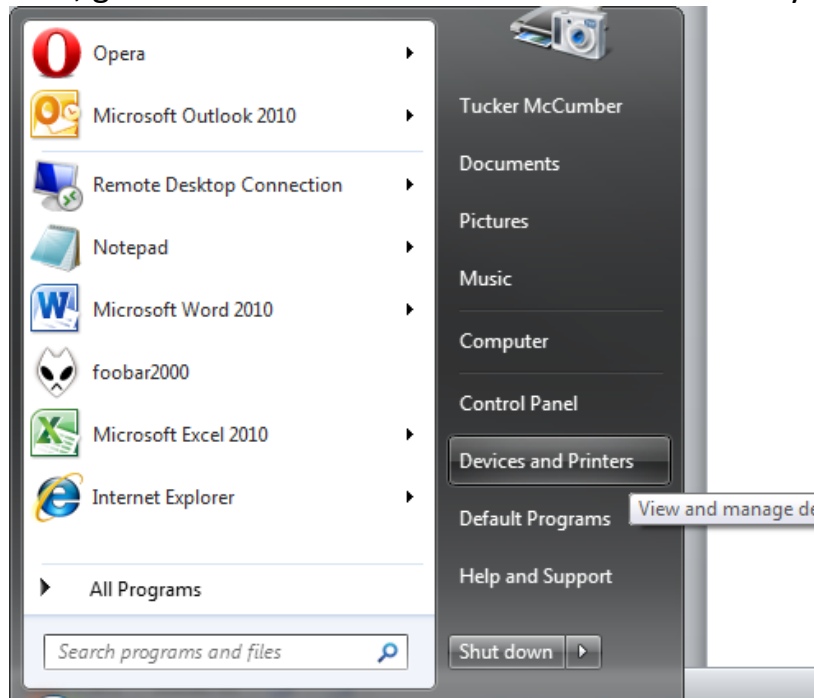


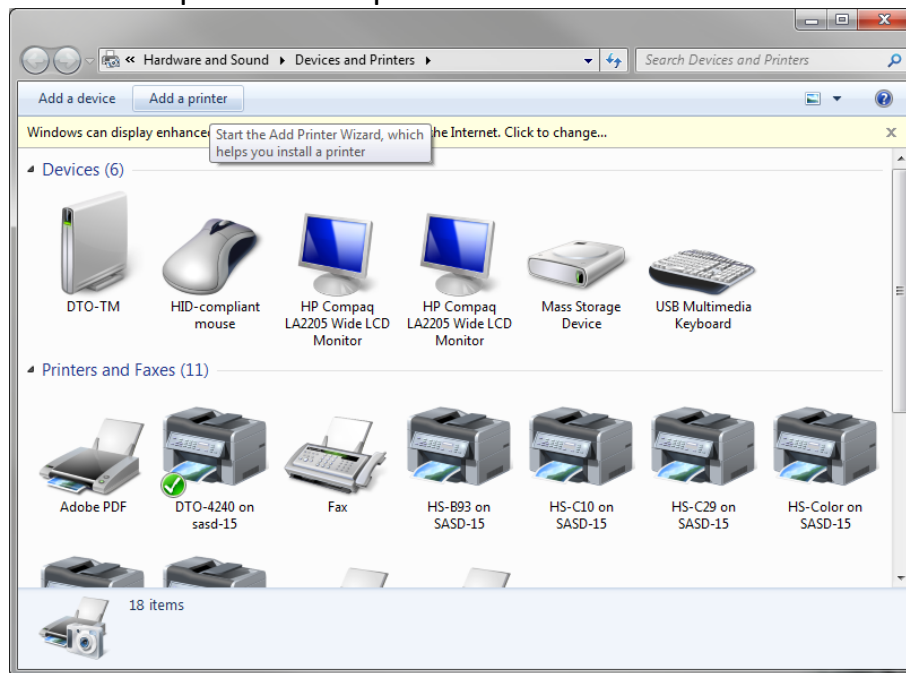
Adding a Network Printer (rev 02.06.2012):

Occasionally the automatic process for adding printers will not work and you need to add the printer manually. This tutorial will help you do this.

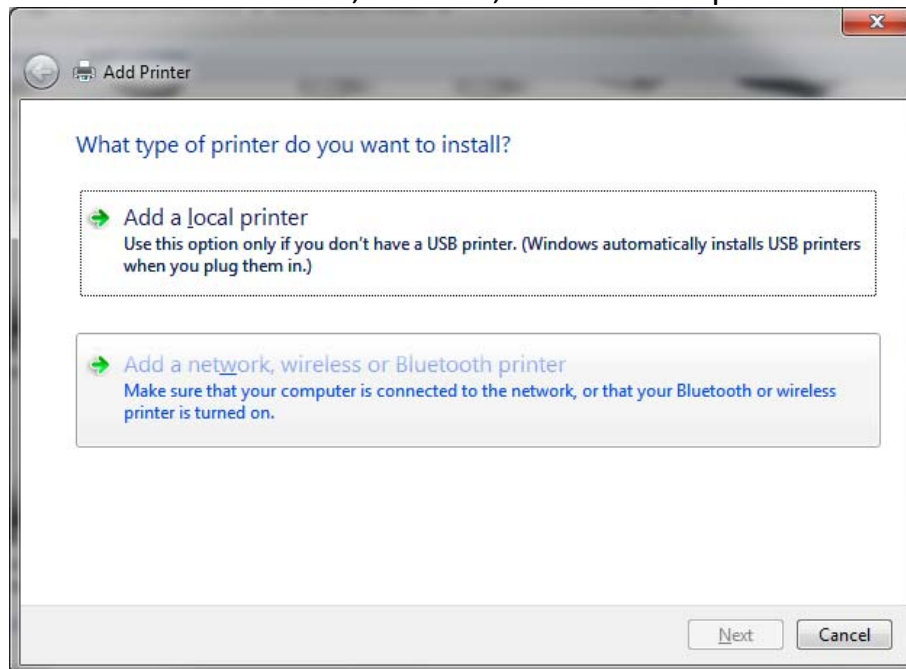
1. First, go to START and click Devices and Printers on your right side.



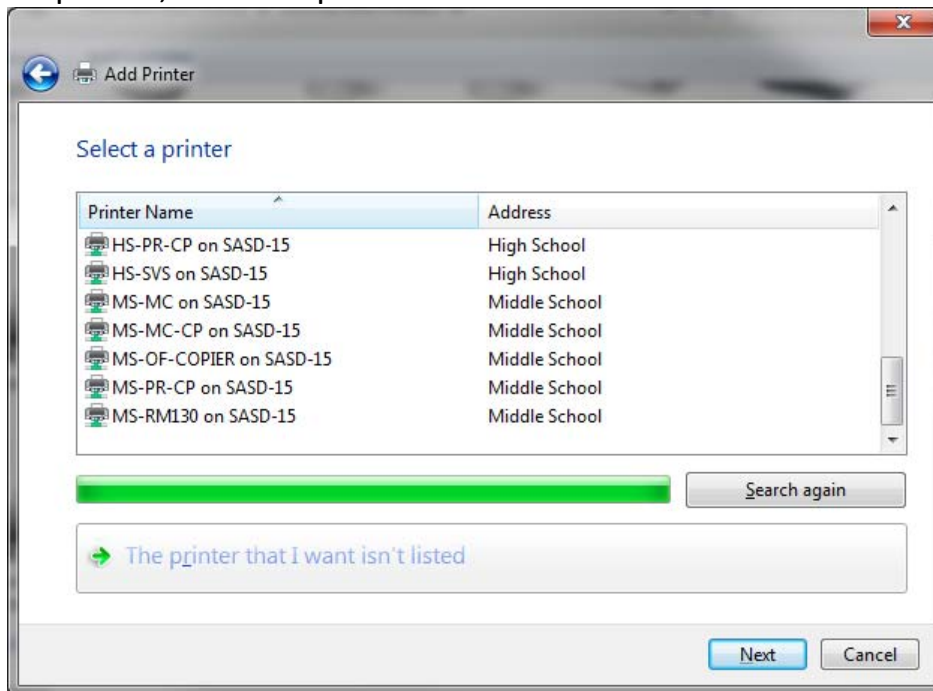
2. Click add a printer on top



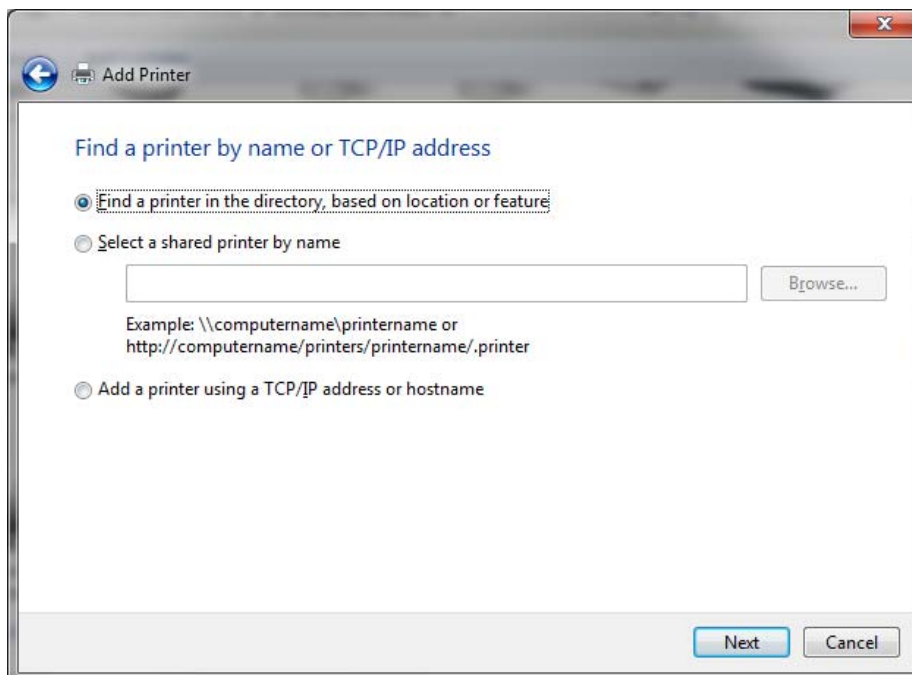
3. Choose Add a network, wireless, or Bluetooth printer



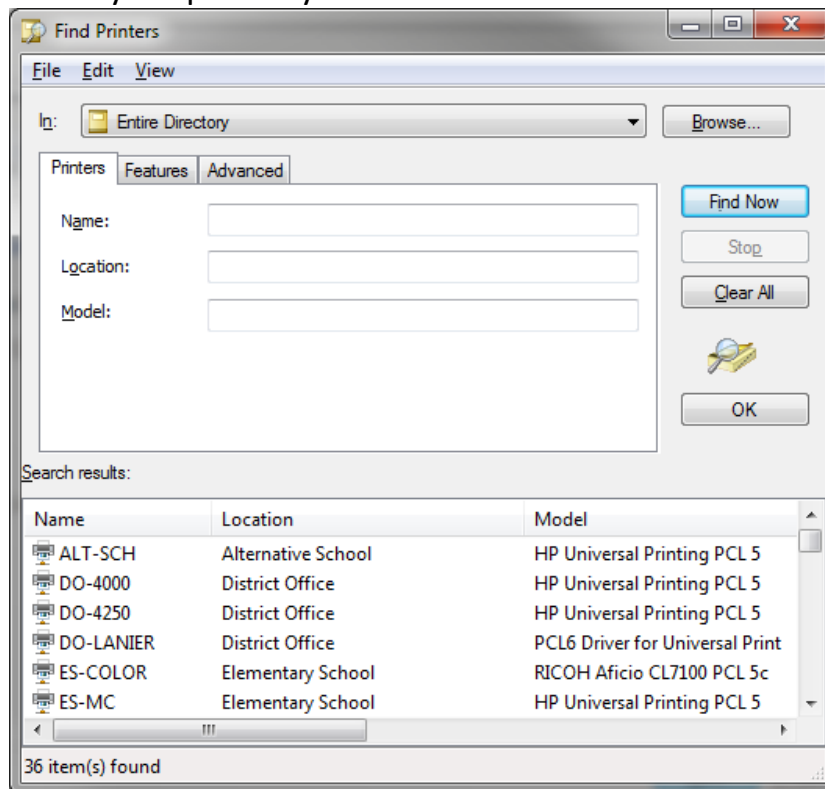
4. Select your printer you want and click next. If you don't see your printer, click The printer that I want isn't listed.



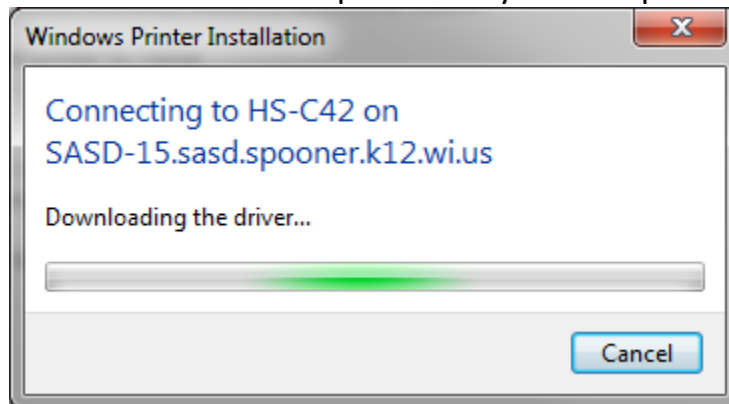
5. Click the first option of "Find a printer in the directory, based on location or feature".



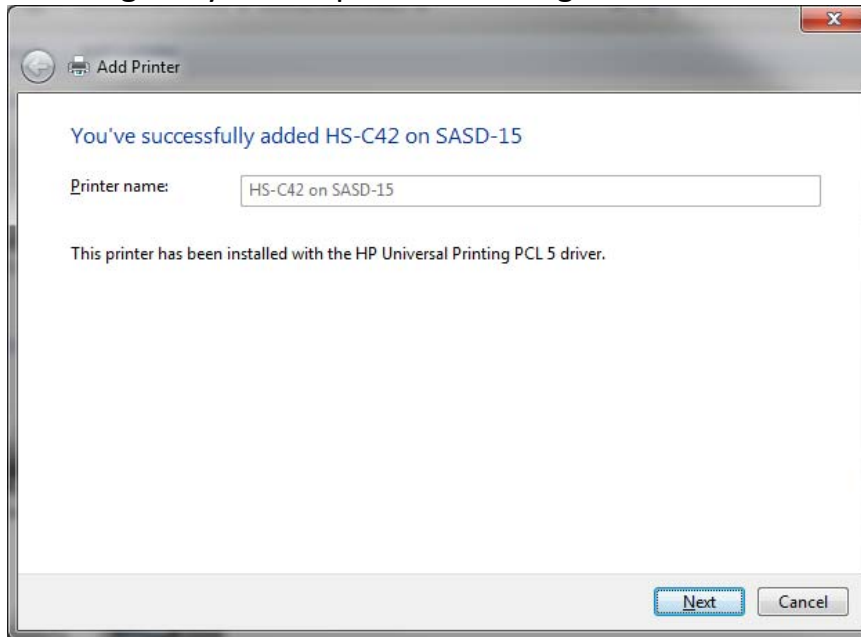
6. Select your printer you would like



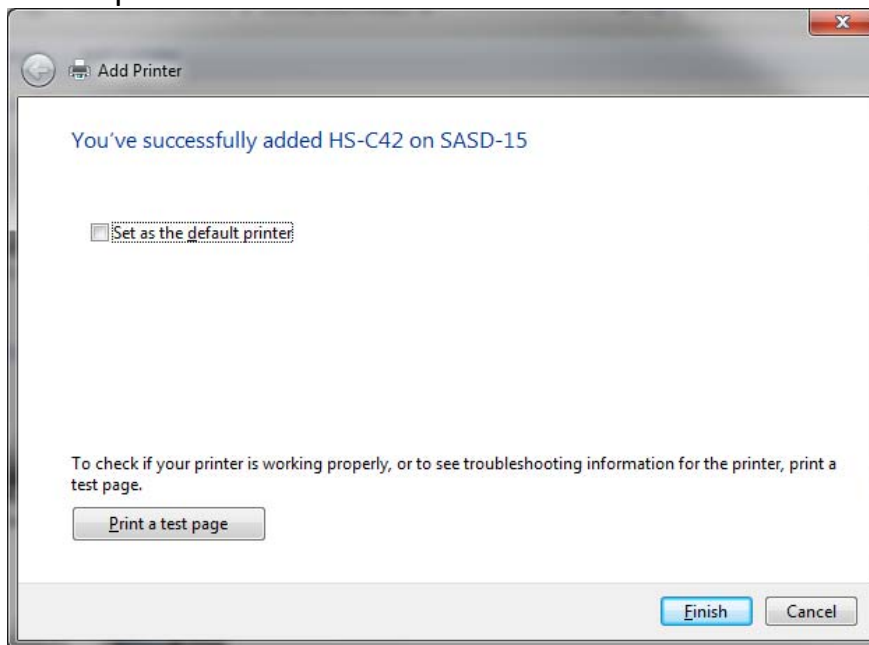
7. It will then install the printer on your computer.



8. Once installed, it will tell you it has successfully added your printer and gives you an option of clicking next.



9. Click next, and It will bring you to the finish screen. Click finish and the printer should be added.



10. Once finished you should be able to print to that printer. Keep in mind of the restrictions that Staff & Students have in regard to pages.

If you still can't add the printer after these steps, please submit a helpdesk on what computer you are trying to add the printer and one of our friendly technicians will be happy to help you.