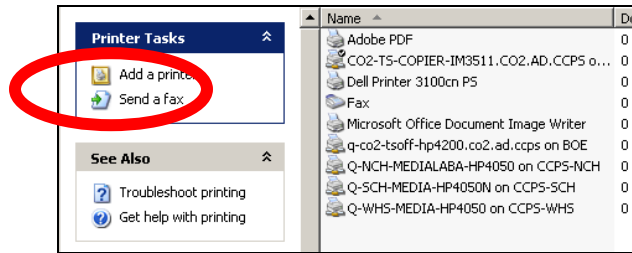
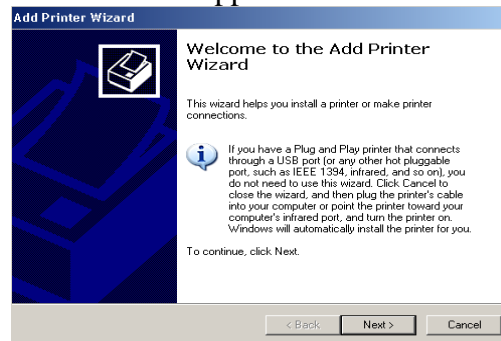


Adding a Network Printer

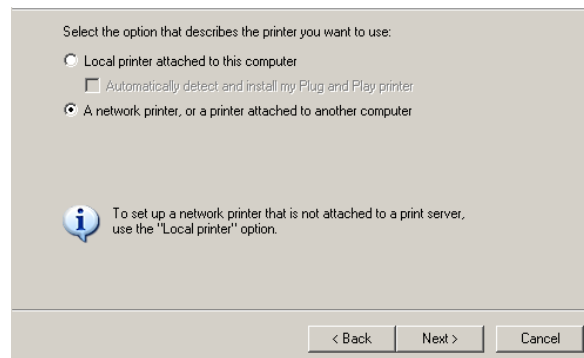
1. Click on “Start,” “Settings,” and select “Printer and Faxes”
2. Click on “Add a Printer”



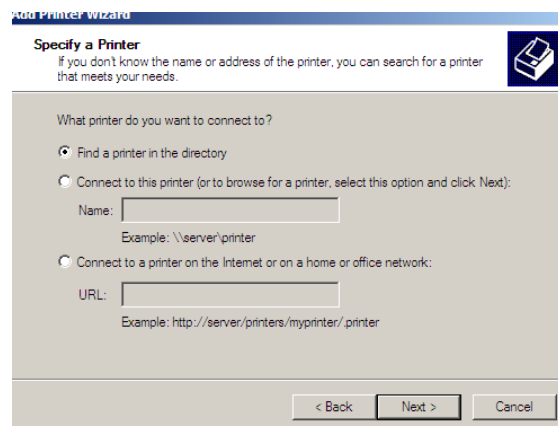
3. Click “Next” when this window appears.



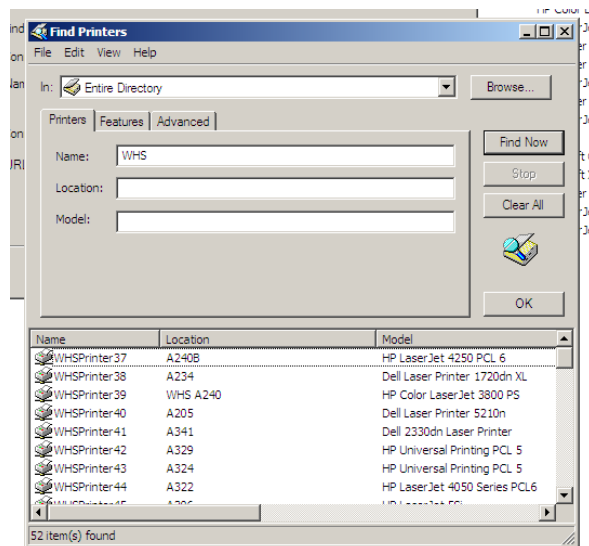
4. Select “a network printer or a printer attached to another computer”



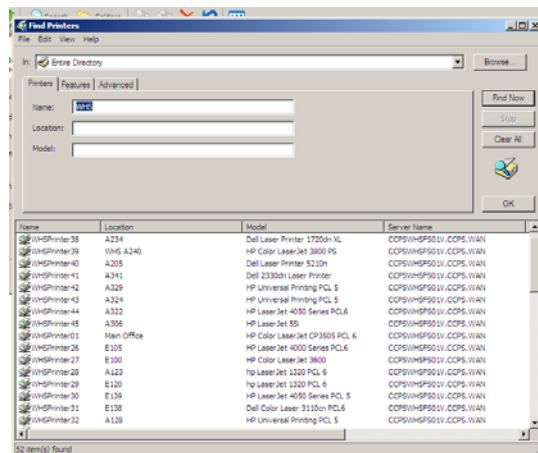
5. Select “Find a printer in the directory.”



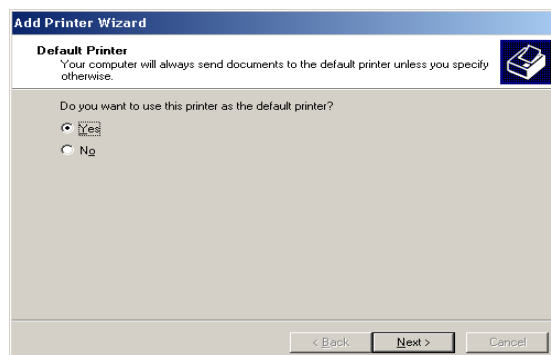
- Click on Next
- When this window appears, enter your school code (i.e. WHS) and click on “Find Now.”



- Double click on the printer you want to use. The printer list includes a name with a number, the location of the printer and the type of printer it is.



- Select “Yes” to make this your default printer otherwise select “No” and then click “Next.”



- Then click “Finish” when next window appears.