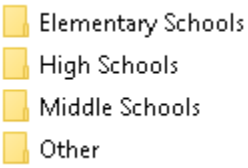
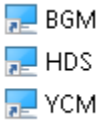
How to add printers on Windows

1. Double-click the “Add Printer” shortcut on your Desktop.
   Please contact Help Desk if you cannot locate the shortcut on your Desktop.

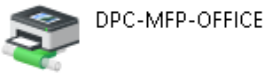
2. According to your location select “Elementary Schools”, “Middle Schools”, “High Schools”, or “Other”.

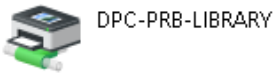


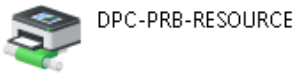
3. Double-click the three-letter code corresponding to your location.



4. You will now be presented with a list of all available printers. To add and install a printer on your workstation please double-click the desired printer. Printers are named by location and/or room numbers.







5. Repeat step 4 to add more additional printers if needed.