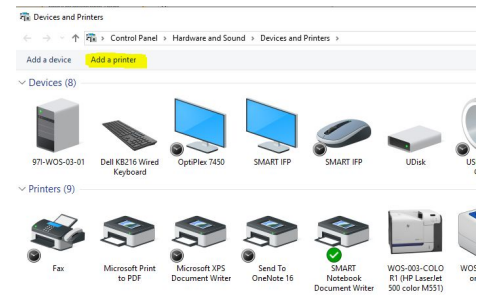


How to Add a Printer

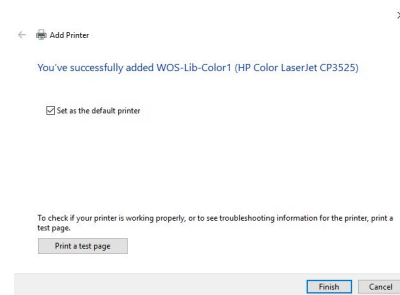
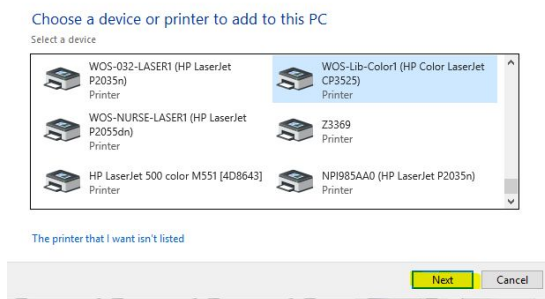
1. Find the icon on the desktop that says printers/faxes. Double click to open.



2. Click on add a printer at the top.



3. Scroll to the bottom. (It will list all the networked printers in the district in alphabetical order). Find the printer that you want to add. Click next. It will begin to install. A message will appear once the installation is complete.



4. Repeat to add additional printers, if needed.

****Make sure to add the printer BEFORE you open a document that you are trying to print.**