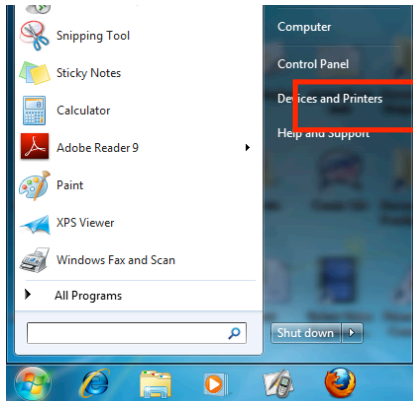
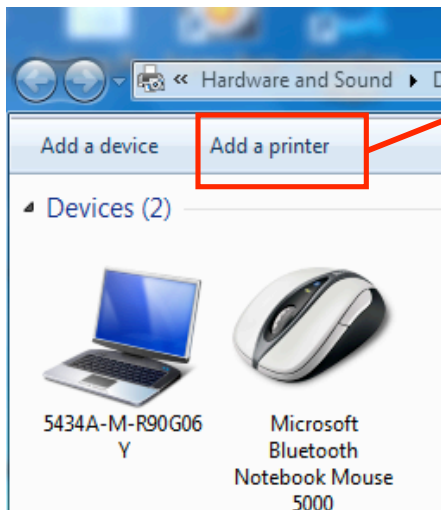




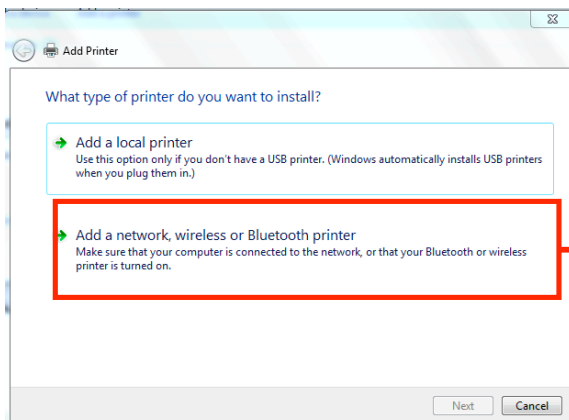
Step 1: Click on the Windows icon in the bottom left hand corner of the computer screen.



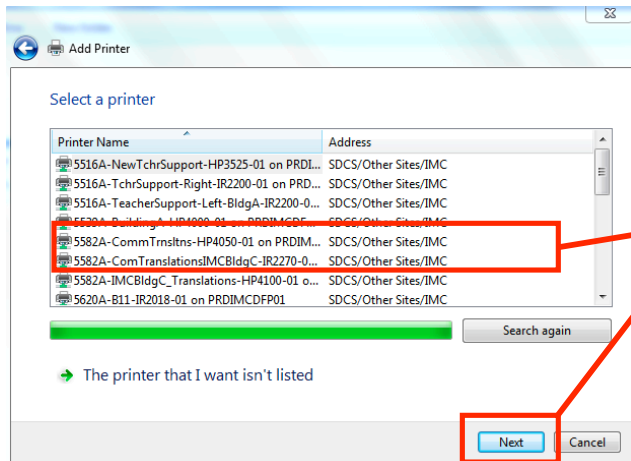
Step 2: On the sidebar of the Windows menu, click on Devices and Printers.



Step 3: Click on Add a Printer.



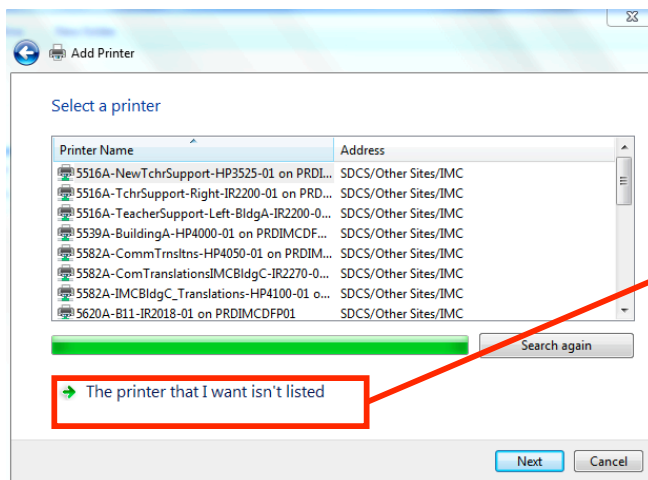
Step 4: Click on Add a network, wireless or Bluetooth printer



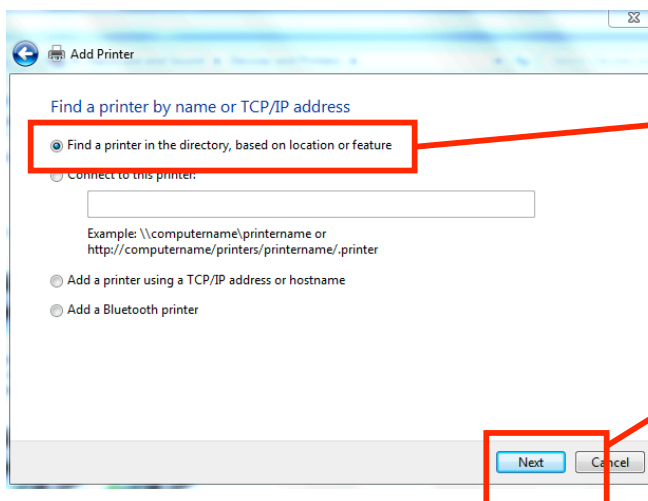
Step 5: Locate the printer in the list (printer list may take some time to load; the list is completely loaded when green bar stops moving).

Select the printer from the list by clicking on it with the mouse and then click the Next button and proceed to *Step 12 on page 3*.

Note: If the printer is not listed, proceed to Step 6 below and complete Steps 6-11.

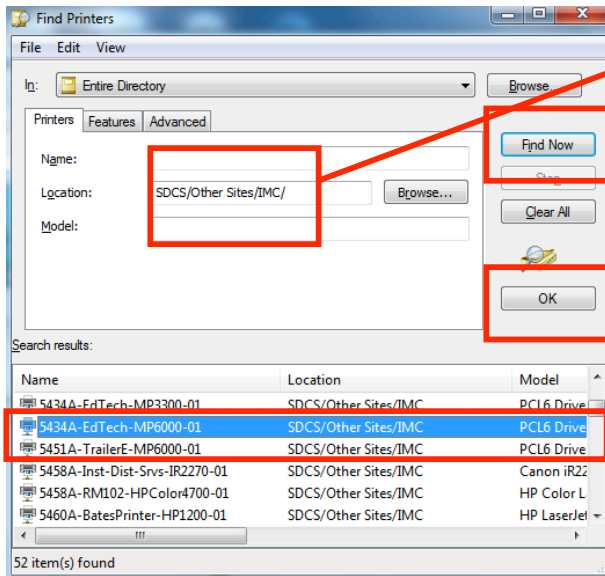


Step 6: Click on - The Printer that I want isn't listed.



Step 7: Select - Find a printer in the directory, based on location or feature.

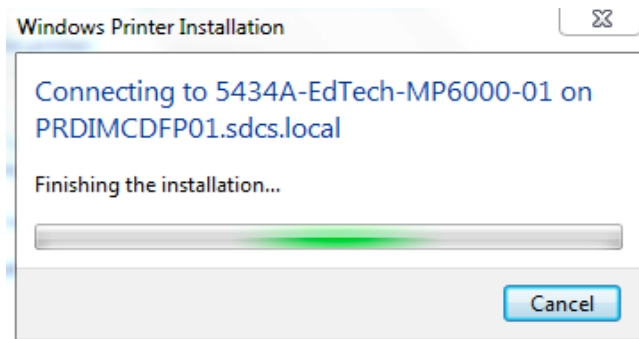
Step 8: Click the Next button.



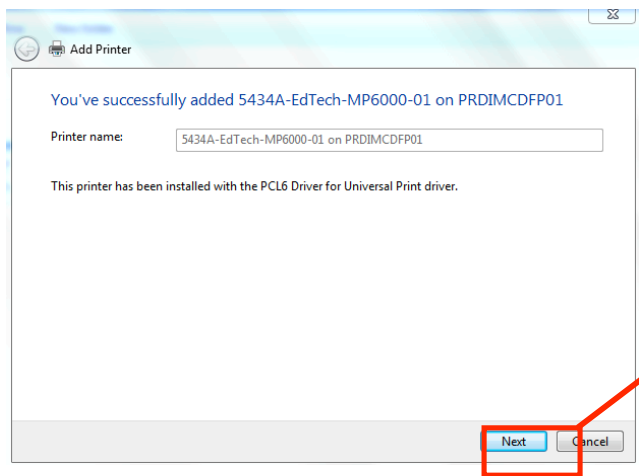
Step 9: Your school site should now be listed in the location. Click the Find Now button to refresh the printer list under Search results.

Step 10: Select the printer in the results area that you wish to add by clicking on it.

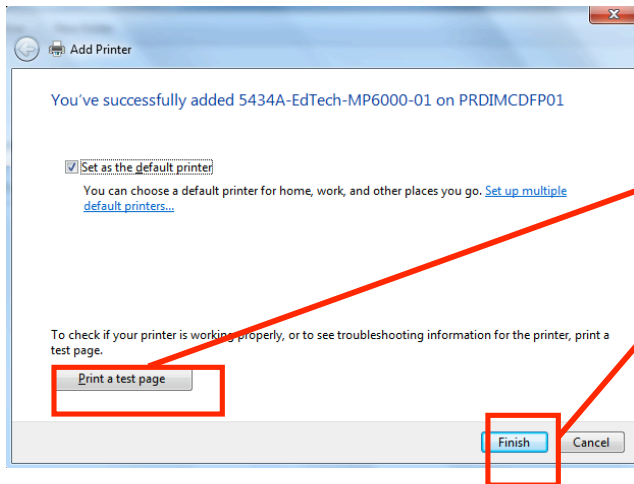
Step 11: Click the OK button. Proceed to Step 12 below.



Step 12: Windows printer installation will begin. Do not click anything in this window.



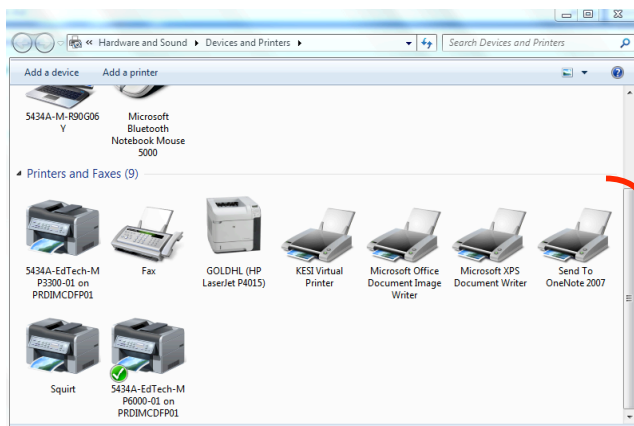
Step 13: Click the Next button.



Step 14: The printer has been added successfully.

To print a test page, click on the Print a test page button.

When finished, click the Finish button.



Step 15: Once the printer has been added successfully, the printer will be in the list of printers and faxes.

Note: the printer with the green check mark is the default printer.