

Installing a Printer – Windows

NOTE:

- You **MUST** be on the server to do this.
- All printers are now on the S7 server. Last year they were on the S3 server. When you open your Printers & Faxes window in step #1 below, you should drag the printers from last year on S3 to the trash.
- You will be seeing printers from SAMS, MSLC, the White House, be sure that you select printers from the high school only!!!
- You must repeat these steps for each printer that you add.

1. At the desktop ‡ Start ‡ Printers & Faxes
2. On the left side, click on “Add a Printer”
3. Add a Printer Wizard will appear
4. Click on Next
5. On the next screen, select “A network printer, ...”
6. Click on Next
7. On the next screen, select “Find a printer in the directory”
8. Click on Next
9. On the next screen, click on Find Now – NOTE: this will take a moment, be patient!
10. Now scroll down to the name of the printer that you want to add (see list below), select it (single click) and then click OK

DUPLEX PRINTERS

(can print on both sides)

B2 – Printer D
B4 – Printer D
G6 – Printer D
G11 – Printer D
HS – Media – Printer D
OrSS – ConRm Printer
OrFL – Con Rm – Printer
Prpl Con Rm Printer

OTHER SAHS PRINTERS

B8-Printer
B5-Printer
B3-Printer
Guid-Printer
Blewia-Printer
HS-SPED=Printer
HS-Media-Printer
Music-Printer
Yellow-Printer
W1-Printer

11. On the next screen say “Yes” or “No” ‡ depends on what you want!!!!
12. On the next screen click on Finish

You should now have access to this printer.