

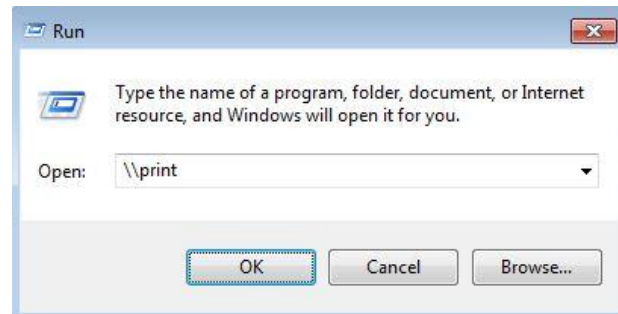
Connecting to Network Printer

1. On your keyboard, hit and hold the **Windows key**, then hit the "R" key while holding the Windows key. The Windows key is located in the bottom left hand side of your keyboard (pic below for reference). A "Run" box should open.

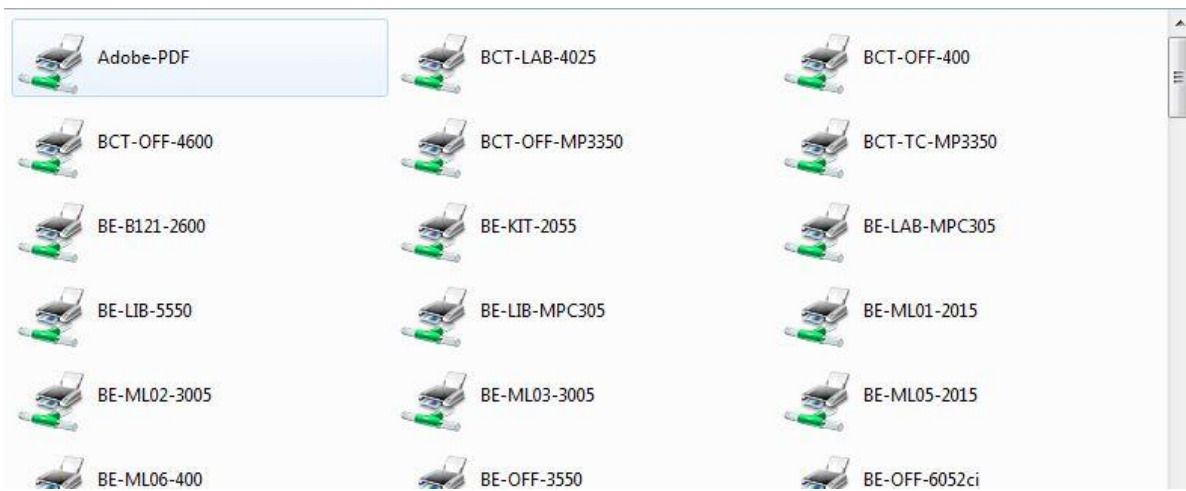


2. The "Run Box" should now be open on your screen (pic below for reference). When looking at the "Run Box" that just opened, there is a blank space to type in. In the blank space within the "Run Box", type two backslashes and the word print as it appears in the picture below (\\print) and hit "OK".

--- NOTE!--- If you are in Warm Springs K-8, you will type in "\\WSK8-Print" instead of "\\print" ...WSK8 is the only building where this is different



3. After hitting "OK" on the "Run Box", a new window should appear with a bunch of printer names (example pic below). Scroll through the list of printers to find the printer you need. When you find your printer, double click it to install it to your system.



4. After double clicking the printer, it should run through a few steps and install to your computer (example pic below of what you might see, but with the name of your printer...). After the installation, it will appear as an available printer. If you need additional help, please give us a call in the tech office at **EXT -1111**.

