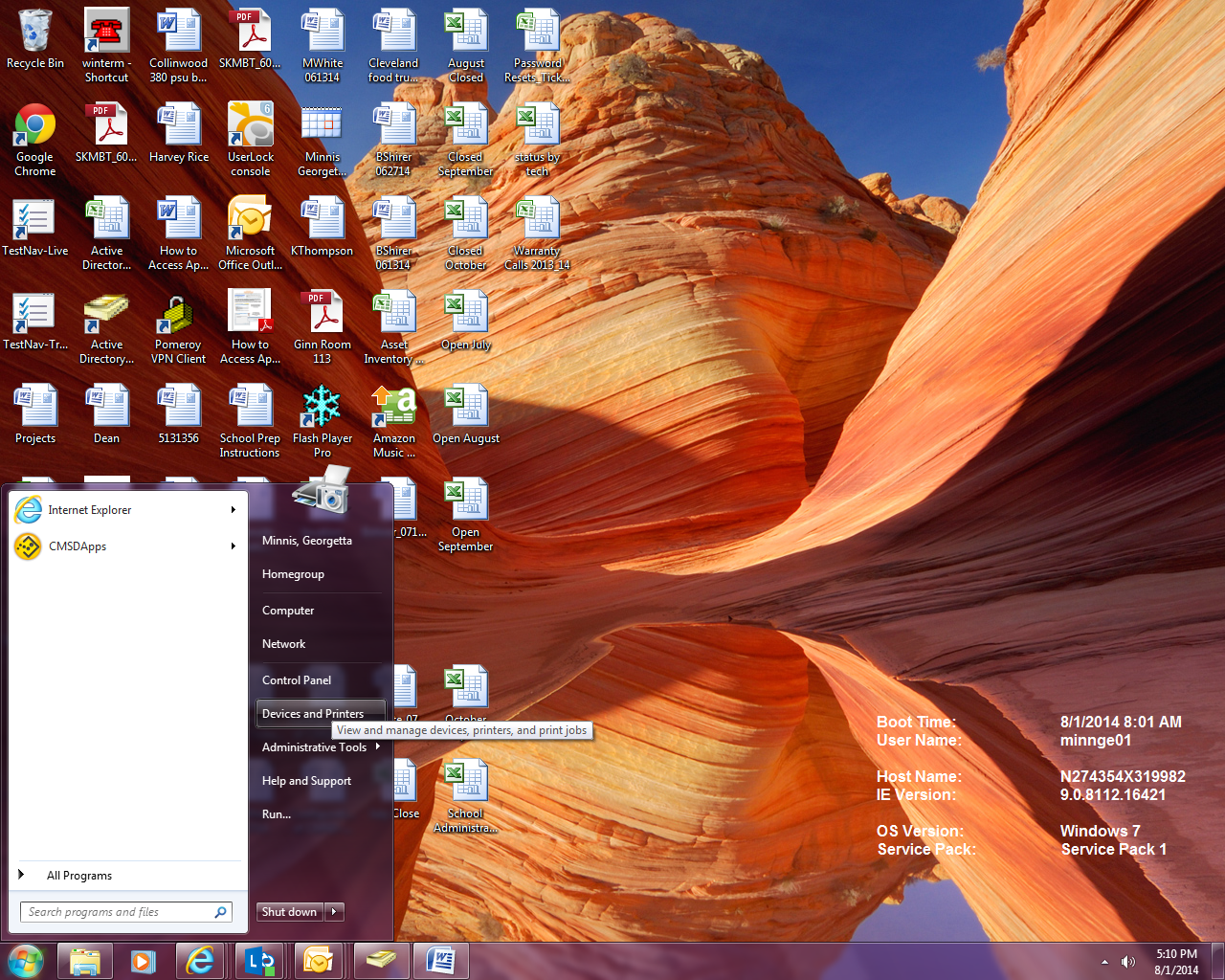
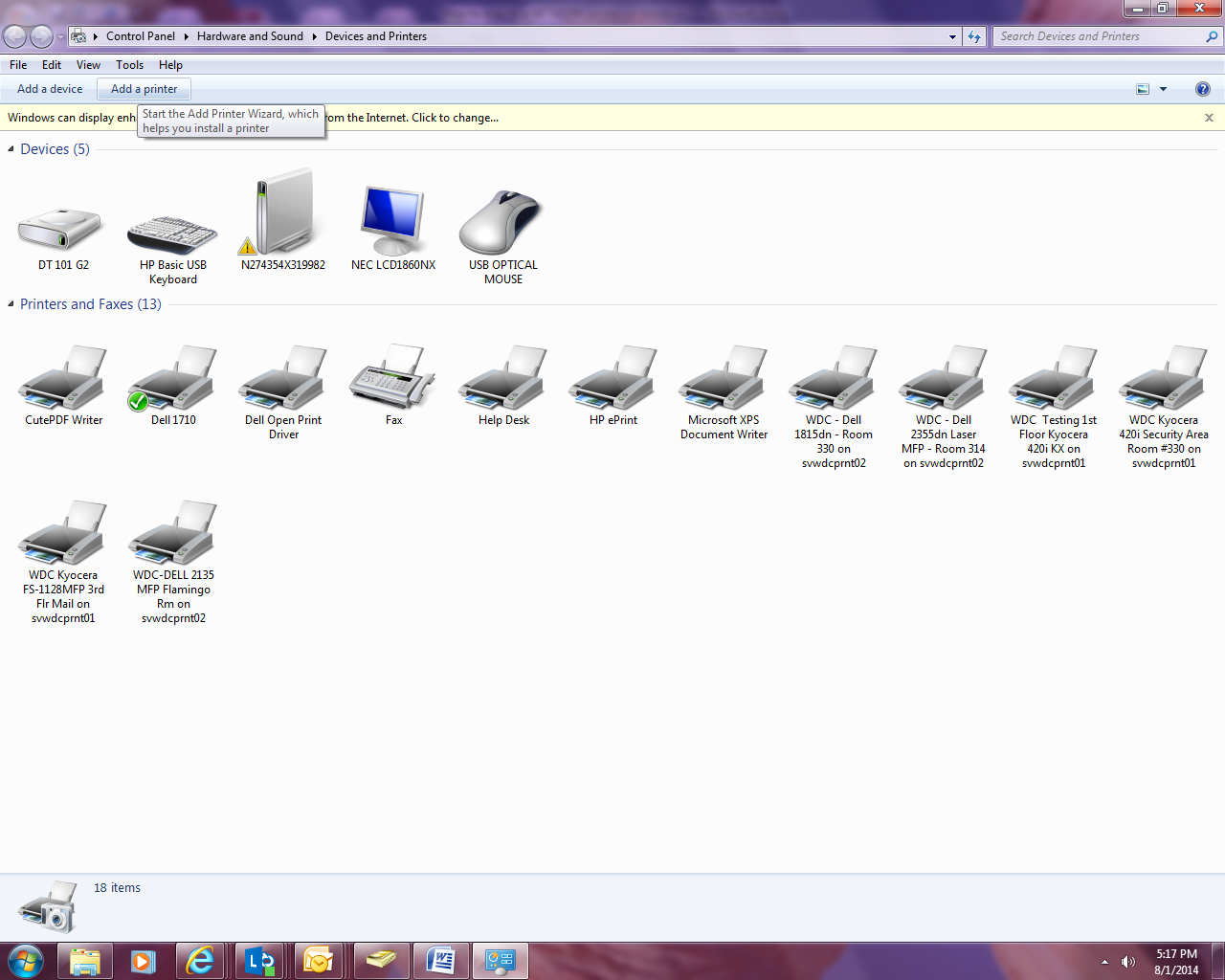
**MAPPING TO A NETWORK PRINTER**

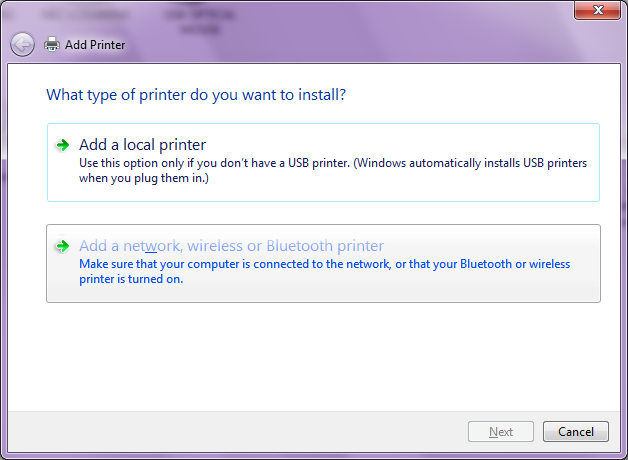
**WIN 7**



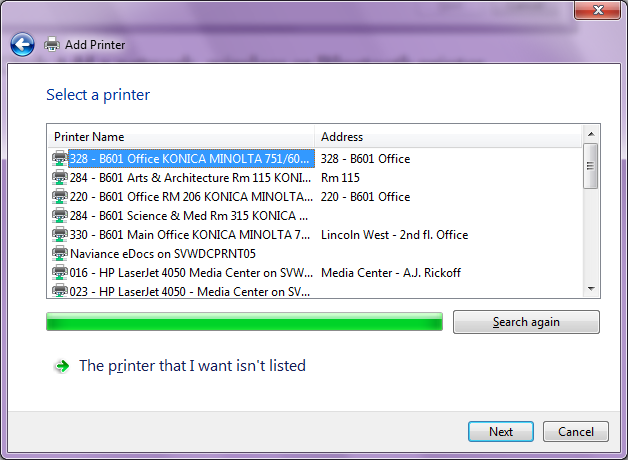
1. Click Start, Devices and Printers



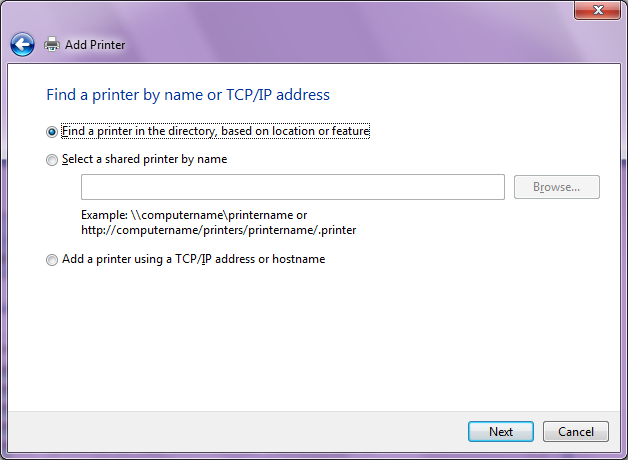
1. Click Add a printer



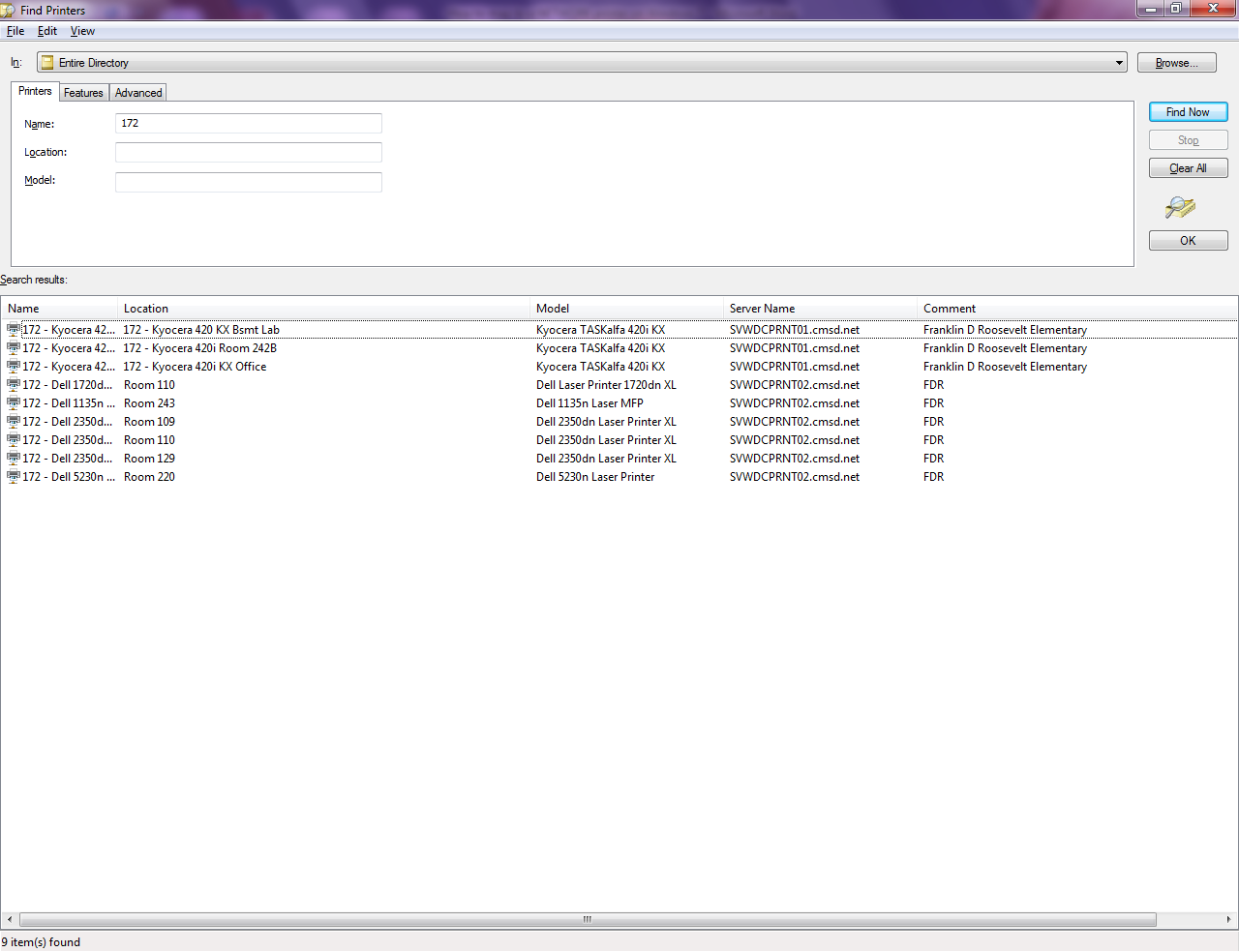
1. Click Add a network, wireless or Bluetooth printer



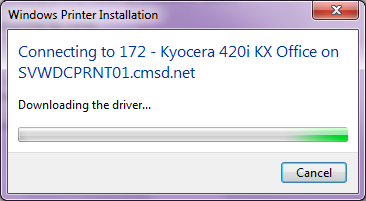
1. Click The printer that I want isn’t listed



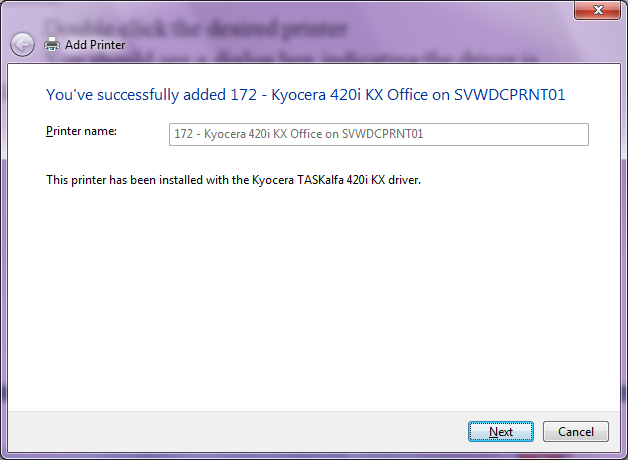
1. Choose Find a printer in the directory, based on location or feature
2. Click Next



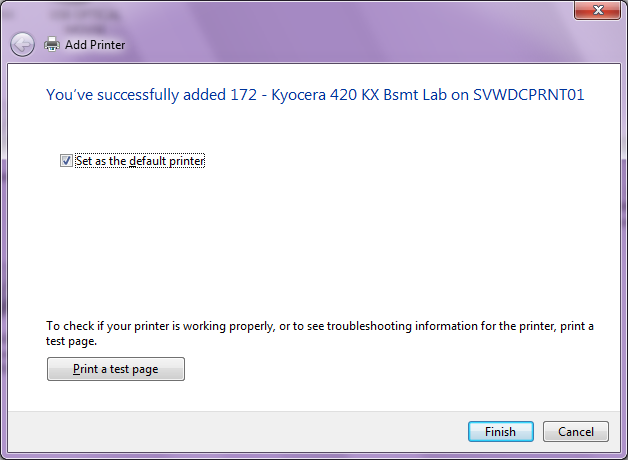
1. Enter the 3 digit school code
2. Click Find Now
3. A list of NETWORK printers will display at the bottom under Search results.
4. Double click the desired printer



1. You should see a dialog box indicating the driver is downloading – **IF YOU RECEIVE A PROMPT ASKING YOU TO LOG ON TO THE NETWORK, CONTACT THE HELP DESK TO CONFIRM YOUR NETWORK ACCOUNT HAS BEEN UPDATED WITH YOUR CURRENT SCHOOL ASSIGNMENT.**



1. Click Next



1. Choose Set as the default printer if you want your print jobs to always default to this printer, otherwise, do not check the box.
2. Click Finish