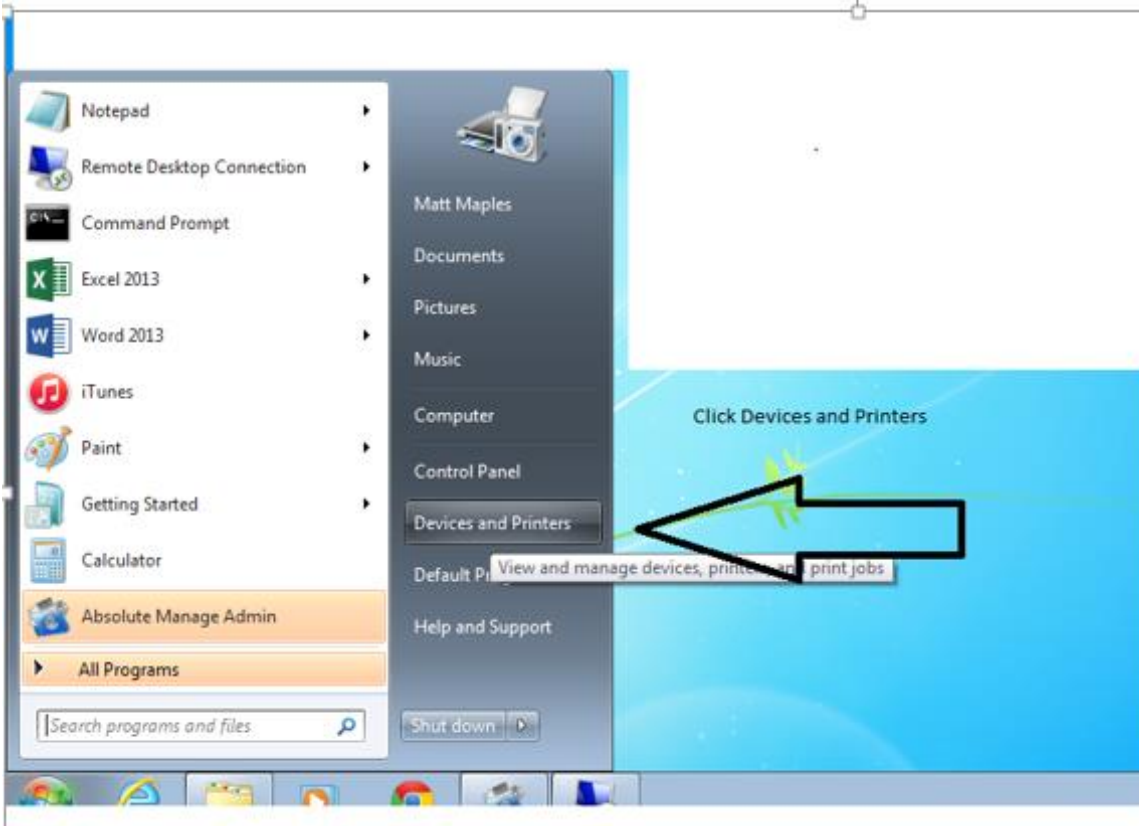
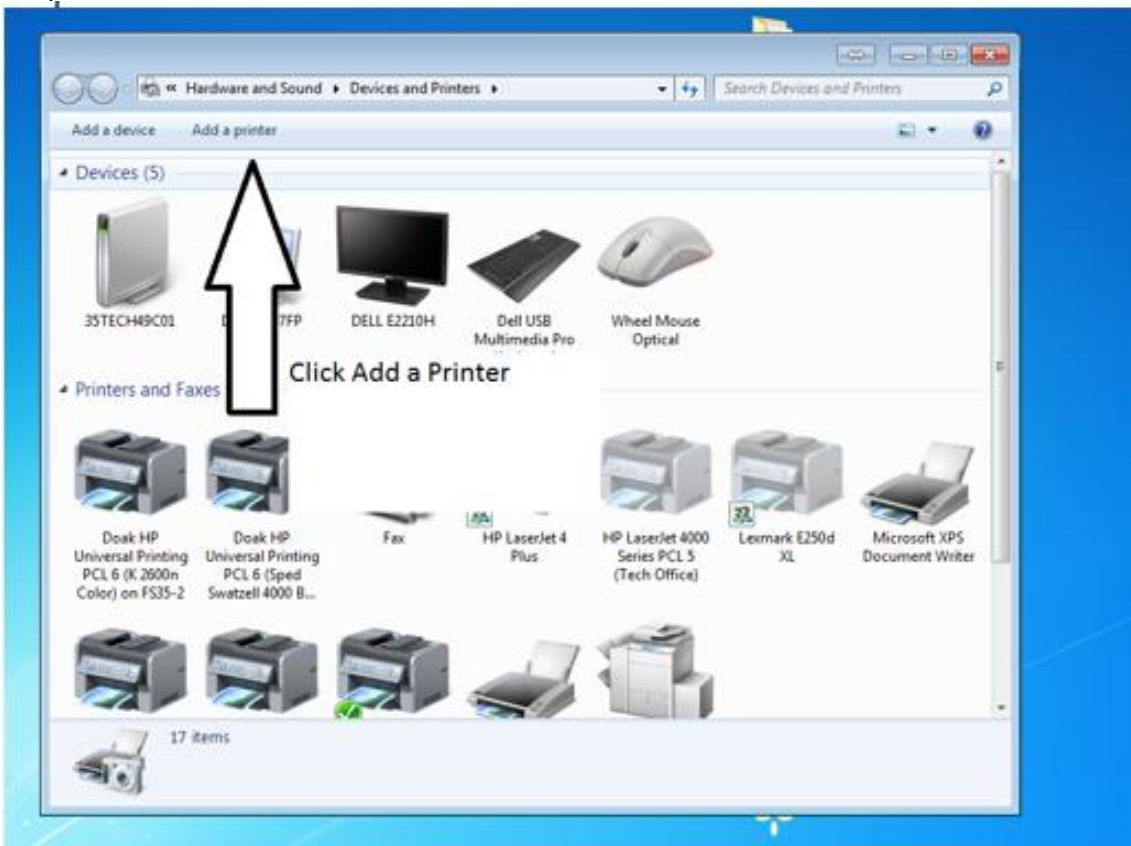


If a print server has been set up for you school, please use the following instructions to add printers to your device.

Step 1:

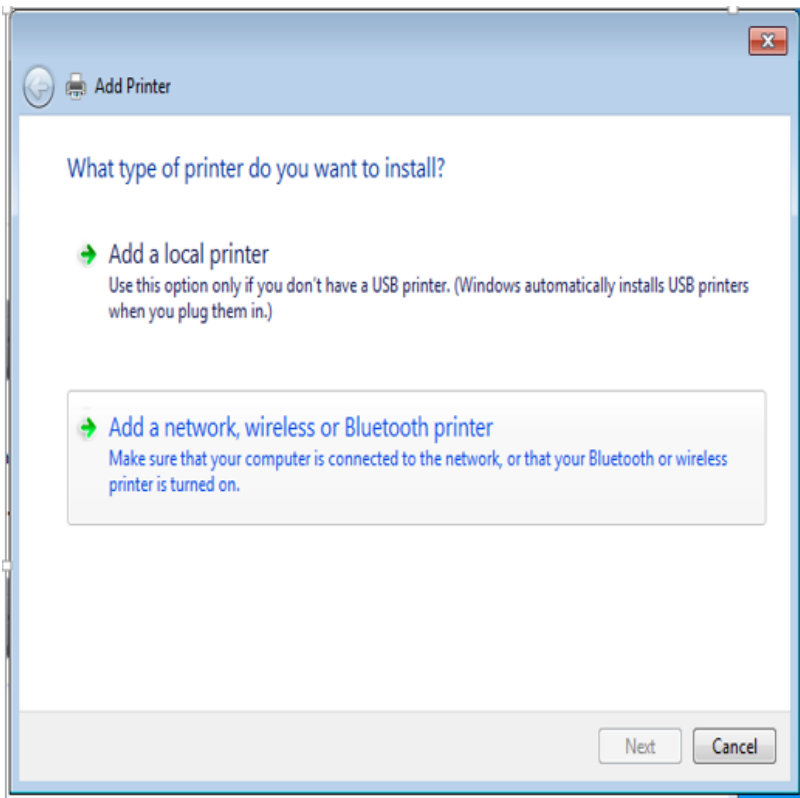


Step 2:

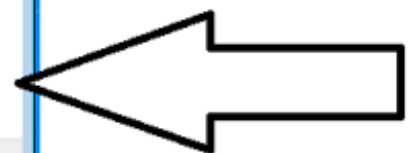
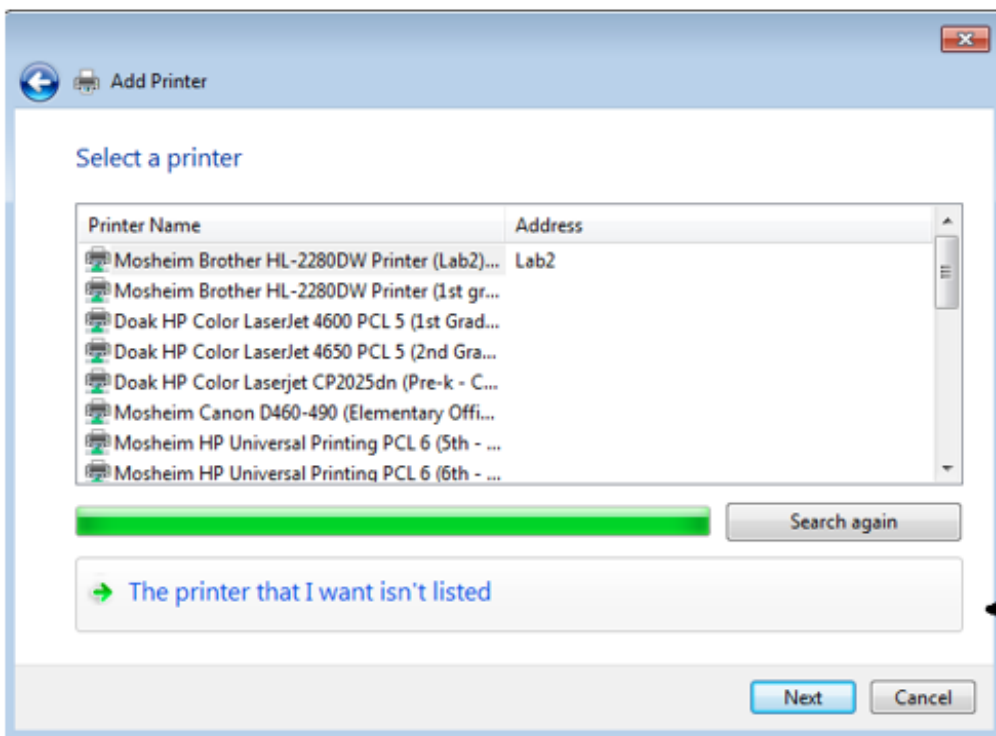


Step 3:

Click add a network, wireless, or bluetooth printer

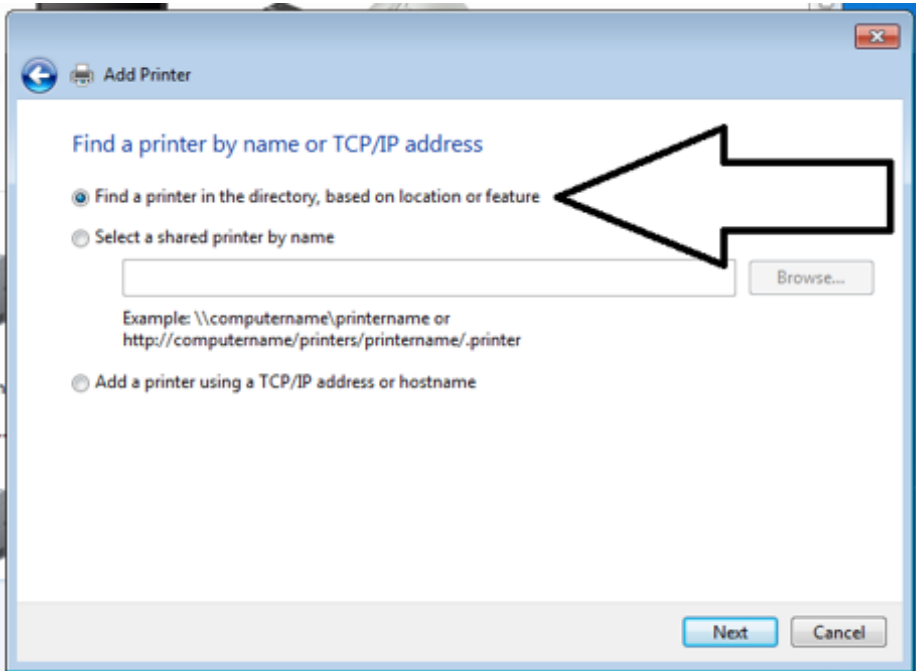


Step 4:

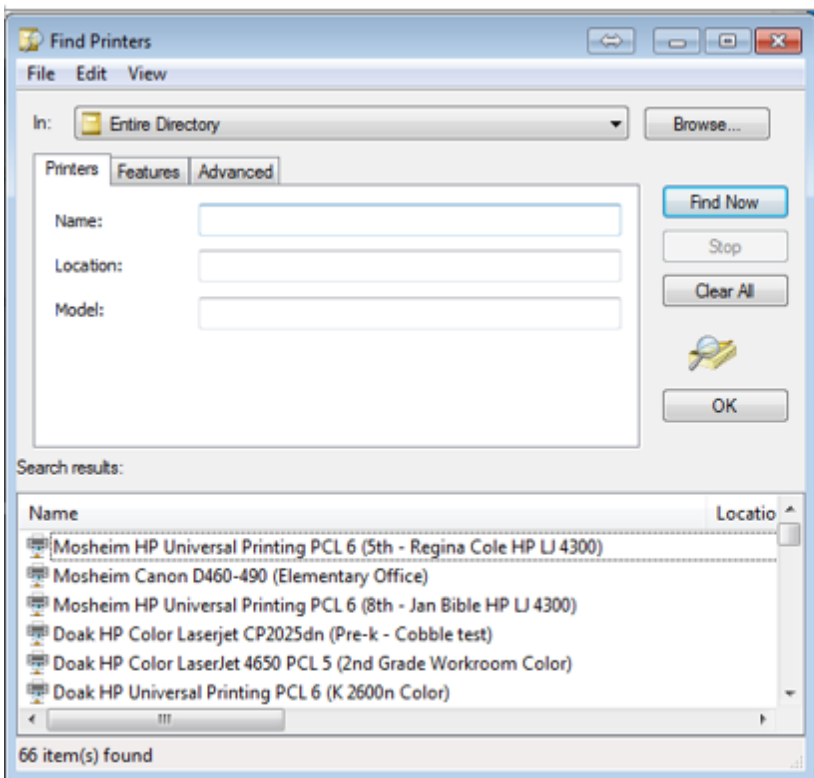


Save time and just click this button.

Step 5:

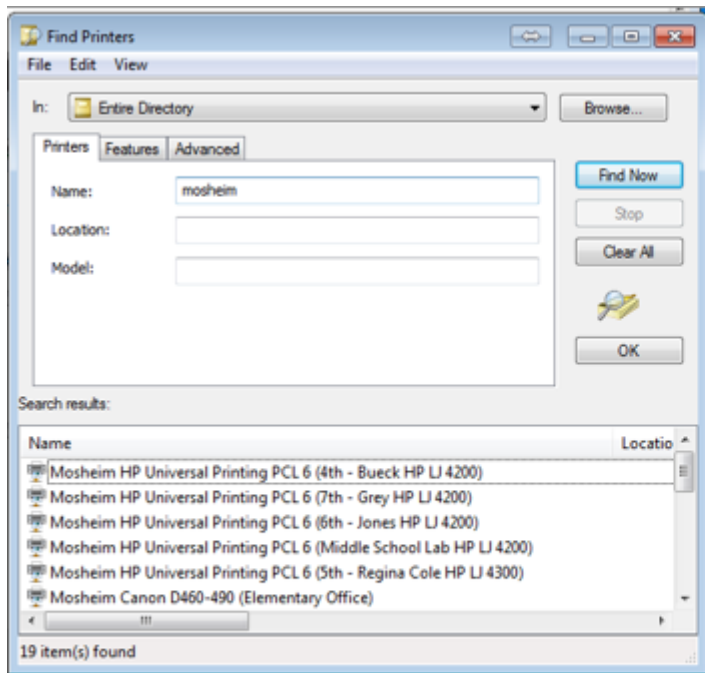


The keyword here is the directory, so select this to bring up the lookup tool.



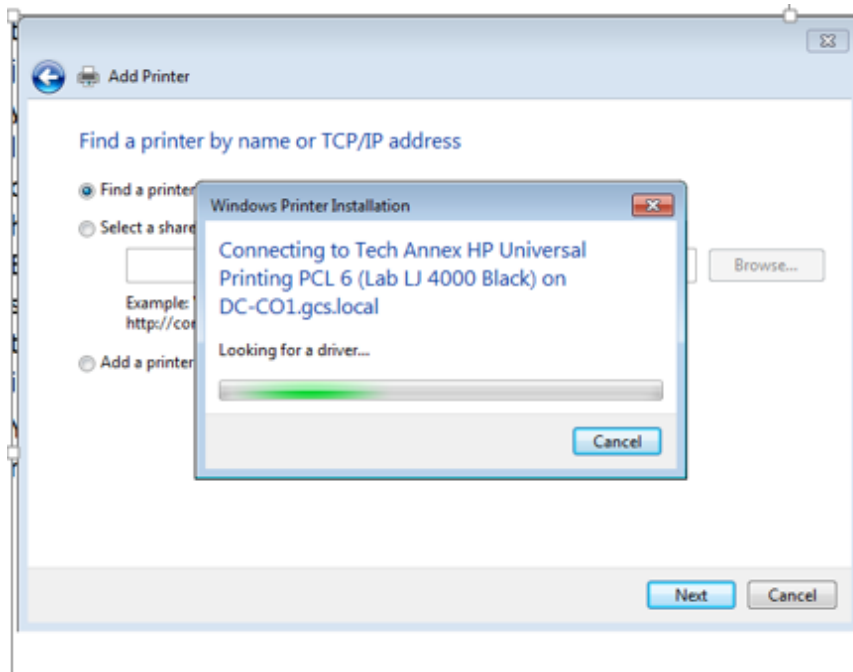
As you can see, the directory spans multiple locations and really needs to be refined. The basic structure of the print directory is the first word is the site of the printer, so we want to refine based on our location.

Step 6:



We refined our search by typing mosheim in the Name field and clicking find now. That list is easier to work with now. The naming convention goes a step further by also letting you know exactly which printer you are trying to install. Disregard the driver information just prior to the parenthesis, inside the parenthesis you can see first the room in which the driver is listed for and then the model of the printer if the driver is using a generic driver. In the first example here, this HP laserjet 4200 printer is in Cheryl Bueck's 4th grade classroom at Mosheim. Some sites will have an actual room number instead of a teacher name. When you locate your printer, select it then click ok. Your driver will begin to install off the local printer management server.

Step 7:



When this is done, your driver will be in your printer list. One final thing to add, there are security groups at each location so any regular user at chuckey cannot print to a printer in the directory at mosheim by default. There are specific user groups to get around this if for example you are an itinerant teacher that serves both Mosheim and West Greene High School.