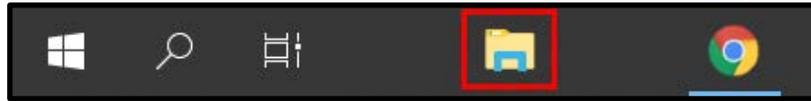


Printing

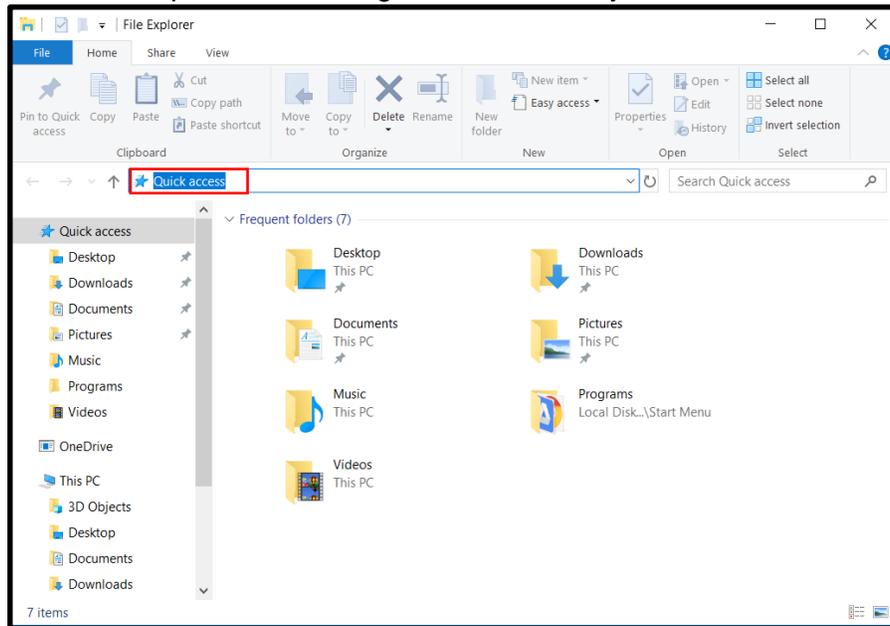
New Method for Adding a Printer

Printers are user and computer-specific. Printers added on one device will not follow a user to a different device. Likewise, when multiple users log in to the same computer, each will need to add the desired printers.

1. Click on the Folder icon on the bottom toolbar to open your File Explorer.



2. Click in the white space of the navigation bar so that you can edit the text.



3. You will then type in one of the following three server names and press Enter. Please note, you are using a backslash (located above Enter key) and NOT a forward slash.

- `\\srv-eastprint\`
`\\srv-northprint\`
`\\srv-westprint\`

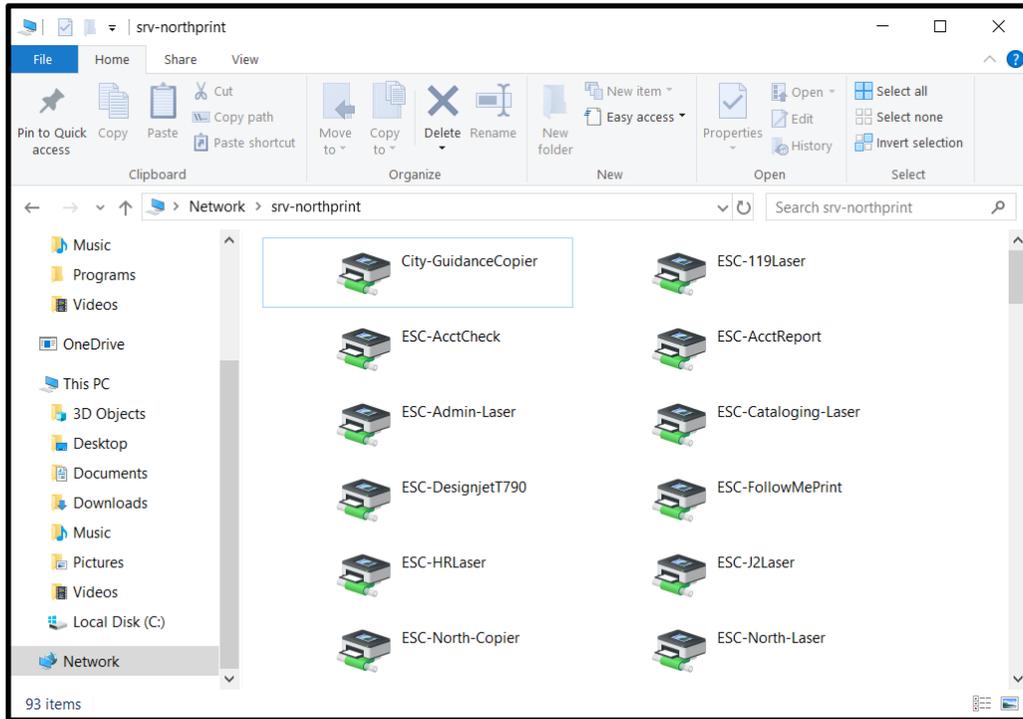
Note: The three print servers each correspond with a high school in the district. To determine which print server to type in, find out which high school your school building feeds into. The ESC is on the North print server.

`\\srv-eastprint\` corresponds to City High School and feeder schools

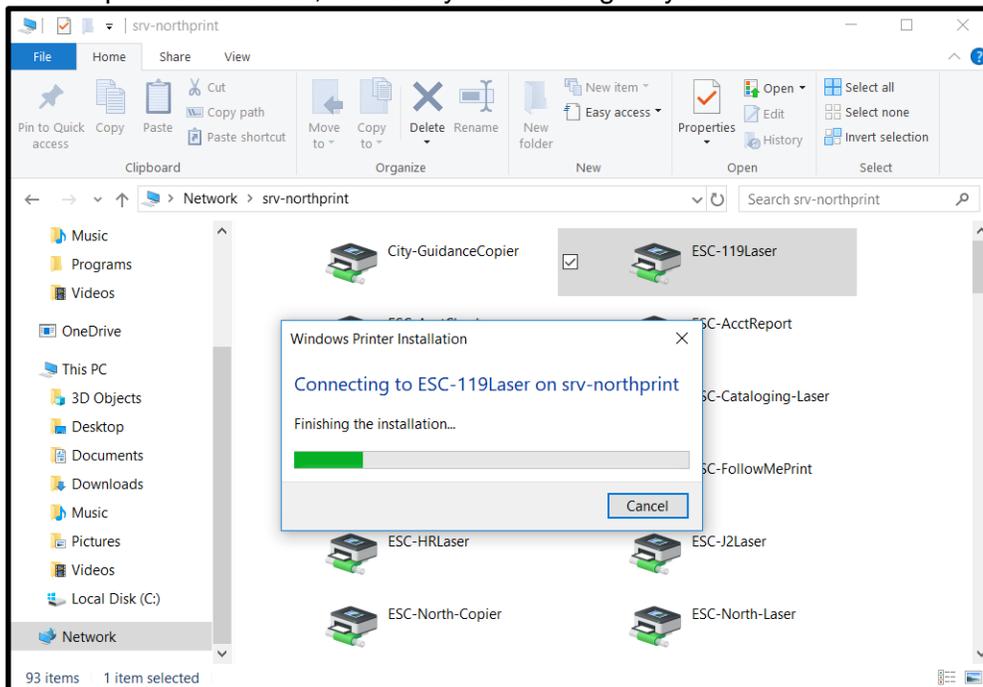
`\\srv-northprint\` corresponds to Liberty High School and feeder schools

`\\srv-westprint\` corresponds to West High School and feeder schools

- Once you type in your print server name and press Enter, you will see a list of all the printers on that server.



- Locate the printer you need to install and double-click on it. This will automatically begin the printer installation process. **Note:** To help you locate the printer you need, printers are listed in alphabetical order, named by the building they are in.



- The below window will pop up when installation is complete. The printer should then be available for use.

ESC-119Laser on srv-northprint

Printer Document View

Document Name	Status	Owner	Pages	Size	Submitted
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