

How to Add Printers to a District Device

STEP 1:

Click the search icon (magnifying glass) in the lower left corner of your screen

STEP 3:

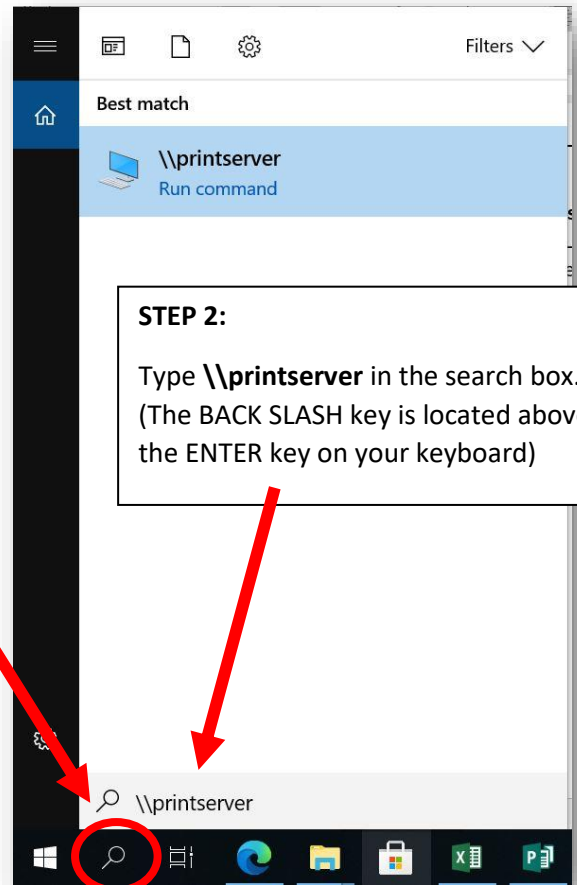
Once you see the **printserver** command pop up, either click **Run Command** or press the ENTER key.

STEP 4:

In the upper right corner of the printer list screen, you will see a search bar. Type **MH** in the search to see a list of all Mendon High School printers.

STEP 5:

- Look through the list of printers you want to add (*strongly suggest Library*)
- Right-click* on the **name** of the printer you want to add
- Then *left-click* on **connect** from the drop down menu



STEP 2:

Type **\\printserver** in the search box. (The BACK SLASH key is located above the ENTER key on your keyboard)

