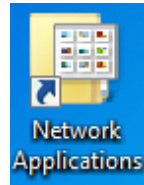


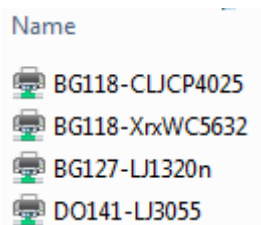
How to add a networked printer to a Windows Computer

1. Open the Network Applications icon on your desktop

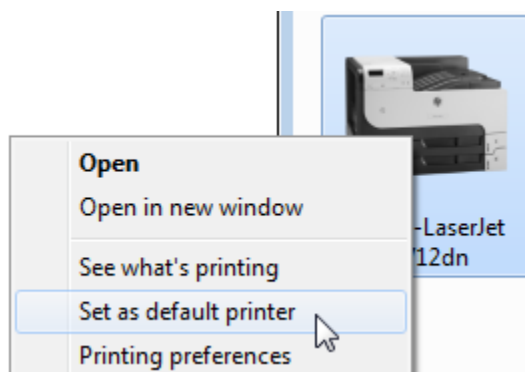


2. Double click  Add a Printer

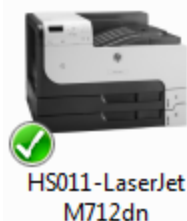
3. Every printer in the district will be listed in alpha order by building and then room number. Scroll down and double click the printer you want to add. On the side of every printer is a sticker showing the name of the printer



4. If the printer you just added is the one you print to most often, you will want to make it your default printer. From the Start menu choose Devices and Printers
5. A window opens showing all of the printers you have added
6. Right click on the printer you want to make your default printer and from the popup menu choose "Set as default printer"



7. Your default printer has a big green checkmark on it



How to add a networked printer to an older Macintosh Computer

1. Open up Local Applications and double click Dashboard

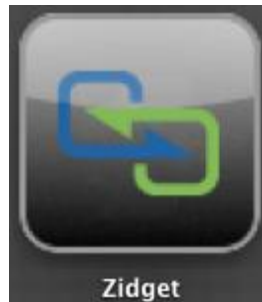


2. In the bottom left hand corner of the screen you will see

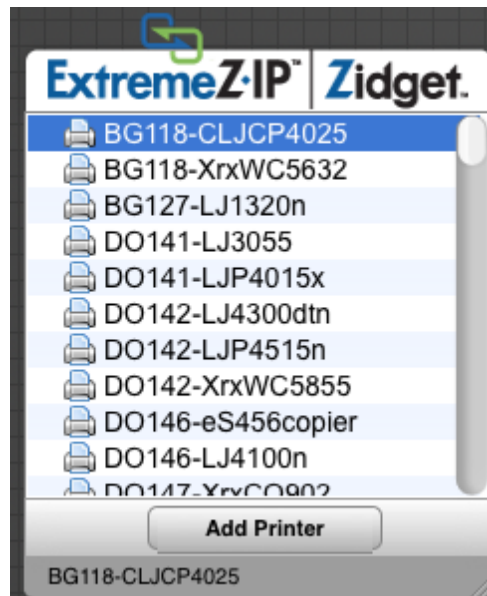


click on it

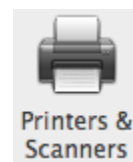
3. All your widgets will be displayed, click on



4. The Zidget will list every printer in the district in alpha order by building and then room number. Scroll down and double click the printer you want to add. On the side of every printer is a sticker showing the name of the printer



5. Go to System Preferences under the apple menu. Click on Printers & Scanners



6. From here you can set your default printer, the printer you print to most often

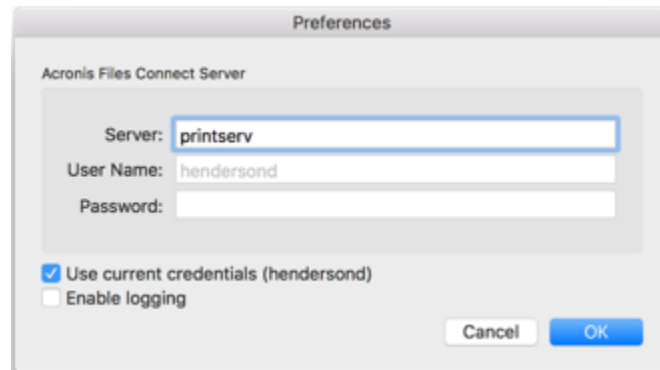
Default printer:

How to add a networked printer to a newer Macintosh Computer

1. In the Dock, open Acronis Files Connect



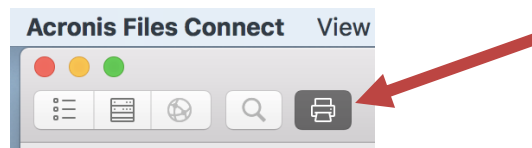
2. In the Server box enter printserv and then click OK



3. One or two security warnings may pop up, choose "Always Ignore"



4. Click the printer icon at the top of the screen



5. Scroll down through the list of printers and click on the one you want to add. In the center of the screen click "Add printer"



DO141-LJP4015x

LJP4015x

Add printer

6. Go to System Preferences under the apple menu. Click on Printers & Scanners

7. From here you can set your default printer, the printer you print to most often

Default printer: DO141-LJP4015x