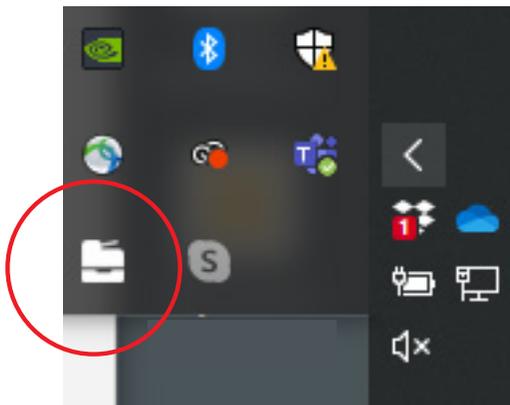


# How to Add Printers to District Computer (For District Staff)

Staff can now easily add printers (Canon Global is added by default) to their district laptop or desktop computers. If you have issues adding, please contact the Help Desk at help@troy.k12.mi.us or by calling (248) 823-5092

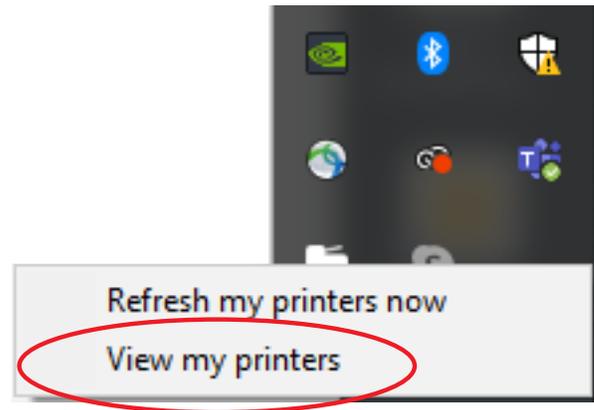
## Step 1:

Find the Printer icon  in your system tray located under the arrow in your taskbar.



## Step 2:

Right click on the icon and select **View my printers**



## Step 3:

Select Add printers from the left-side menu (you will only see available printers for the building that you are located.. Enter a new building and the choices will change.

Click  A prompt will display when installation is complete.

