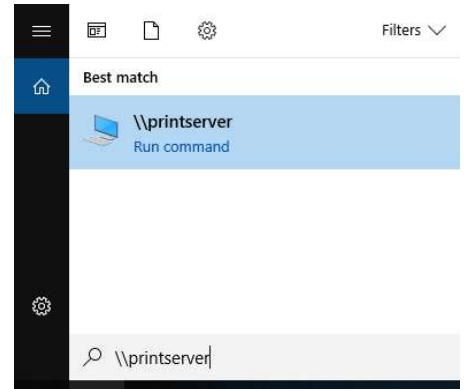


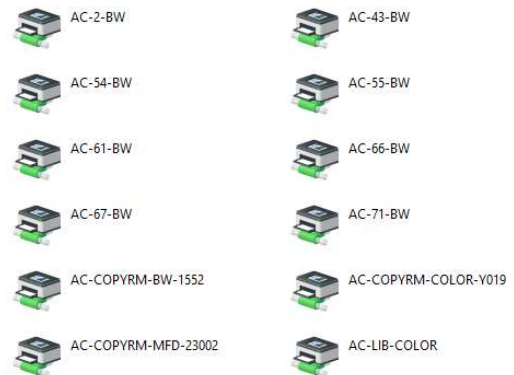
## Adding a Printer in Windows 10

1. Click on the magnifying glass in the bottom left corner of the screen (next to the Windows button). Type \\printserver and hit the Enter key.

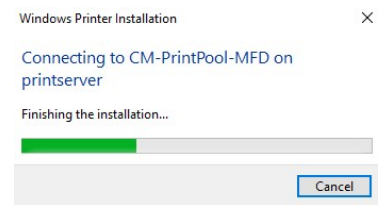


2. This opens a window with all of the available networked printers in the district. Scroll through the printers to find the one you would like to add. The printers are organized by building and all begin with the 2-letter building identifier (please see list below).

- AC – Allen Creek Elementary
- BE – Barker East Offices
- BM – Barker Middle School
- CM – Calkins Middle School
- JR – Jefferson Road Elementary
- LM – Lomb Building
- MC – Mendon Center Elementary
- MH – Mendon High School
- PR – Park Road Elementary
- SH – Sutherland High School
- TM – Transportation and Maintenance
- TR – Thornell Road Elementary



3. When you locate the printer you want to add, double click on the icon. You should see a pop up to indicate that it is installing to your computer.



4. When it is done, you will see the print queue window open, you are now all set to print to this printer!

