Open **Internet Explorer** and go to the following address **(This will not work in Chrome)**:
http://adminprint/printers/

Find the printer or copier you are wanting to connect to, then **click to select.**
·   *If the printer that you are trying to select says that it is Offline, you will need to double check and make sure that it is plugged into the network and powered on.*

Admin-Canon-Communications	Ready	Admin-Canon-Communications	0	Canon iR2525/2530 PCL5e
Admin-Canon-Health Services	Ready	Admin-Canon-Health Services	0	Canon iR2525/2530 PCL5e
Admin-Canon-Human Resources	Ready	Admin-Canon-Human Resources	0	Canon iR-ADV 6055/6065 PCL5e
Admin-Canon-Professional Development	Ready	Admin-Canon-Professional Development	0	Canon iR3235/iR3245 PCL5e
Admin-Canon-Purchasing Office	Ready	Admin-Canon-Purchasing Office	0	Canon iR3235/iR3245 PCL5e
Admin-Canon-Specialized Learning	Ready	Admin-Canon-Specialized Learning	0	Canon iR-ADV 6075 PCL5e

To Find Your Printer:
- For **Admin. Bldg**. – Admin-Department
- For **Admin. Annex** – Annex-Room Number
- For **Facilities Printers** – Facilities-Location
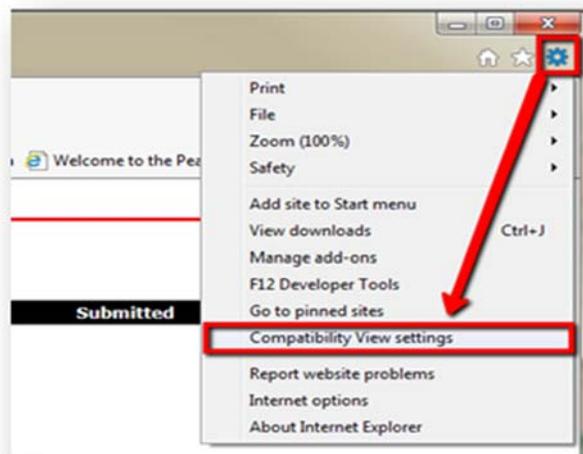- For **Special Ed. Annex** – SpEd Annex-Location

To Find Your Copier:
- Building-Canon-Department (ex. Admin-Canon-Human Resources or SpEd Annex-Canon-Workroom)
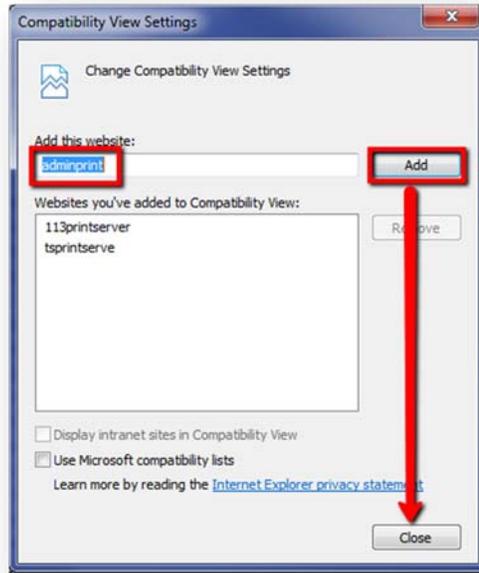
If you don't see your printer or copier on the first page, scroll to the bottom of the page and select **Next 100 printers.**

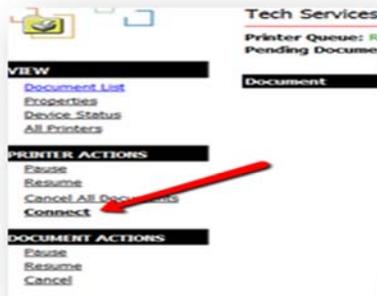| Admin-Data Management Director | Ready | Admir |
| Admin-Data Processing 6075 | Ready | Admir |
| Next 100 printers | | |

In order to see the **Connect** button, you must put the page in compatibility mode. To do this, simply select **the gear** in the upper right corner, then choose **Compatibility Settings.**

A window will open with your print server's web address listed under "Add this website." Select **Add**. Then select **Close**.
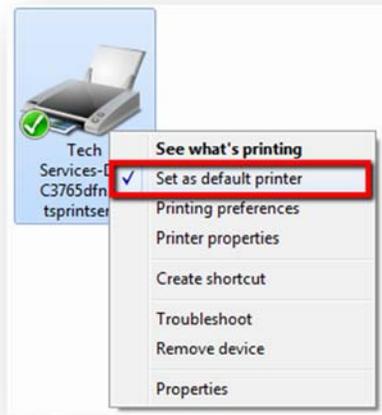

You will now see a **Connect** button in the left column. Click Connect. When prompted, select **Yes**, to connect.

Once you are connected, you will want to make sure the printer is now your default printer. Select **<u>Click here to open the printers folder on your machine</u>**

Right click on your printer and select **Set as Default Printer**.

To **Remove** your old printer, **Right Click** and select **Remove Device.**

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