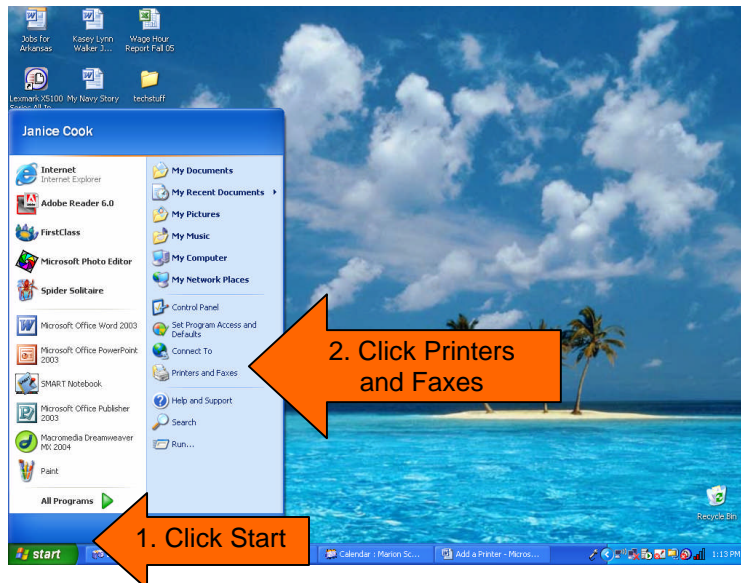


# How do I ... add another printer to my computer?

There are multiple printers located on each of the Marion School District campuses. By installing an additional printer to your computer, you might be saved much frustration when your local printer is not functioning or is out of paper and you need an item printed immediately. It is acceptable to contact Tech Support to handle this for you but it is also something that you can accomplish without contacting the Tech Support team.

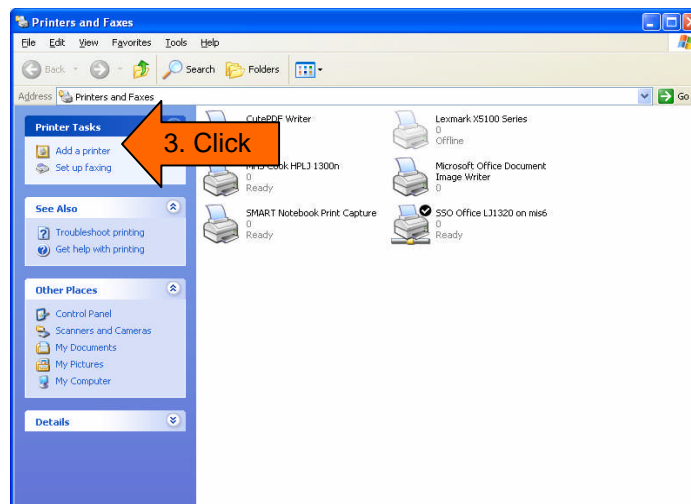
Begin by selecting “Printers and Faxes” from the **Start Menu**

1. Click **Start**
2. Click **Printers and Faxes**



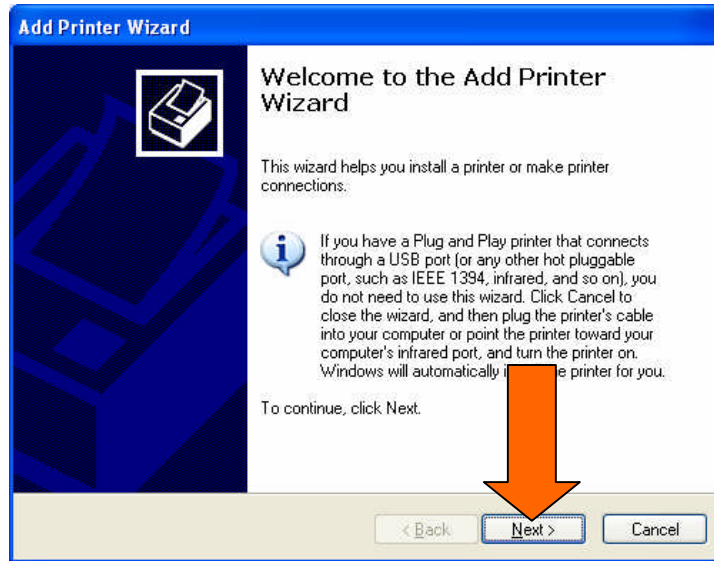
The Printers and Faxes Dialog box will open

3. Click the **Add a printer** link in the Task Pane located on the right side of the Dialog box



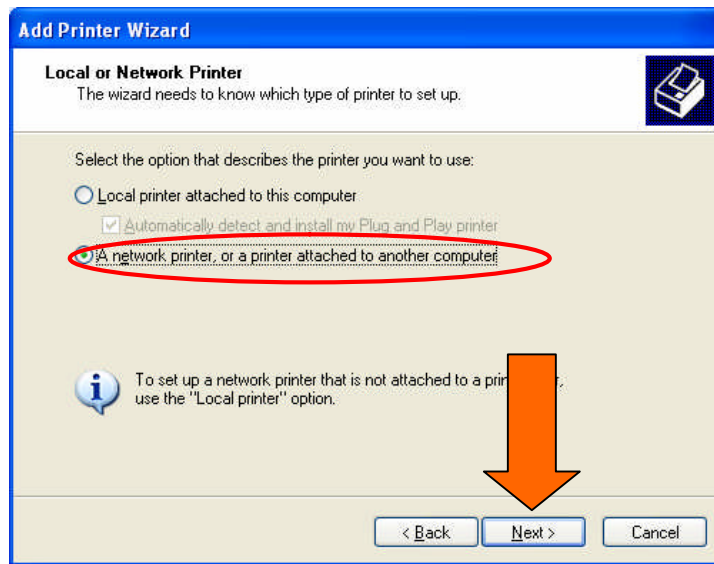
The “*Add Printer Wizard*” will open and step you through the remainder of the process.

4. Click the **Next** button at the bottom of the dialog box.

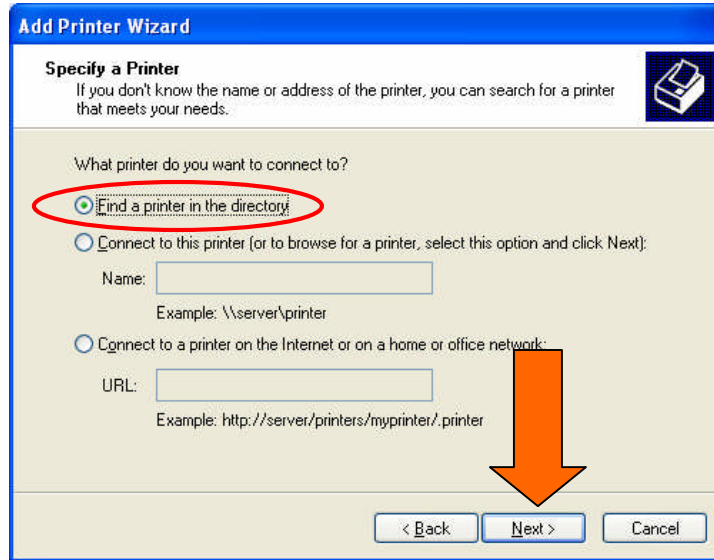


5. Click the button to select the **network printer** option

6. Click **Next** to continue

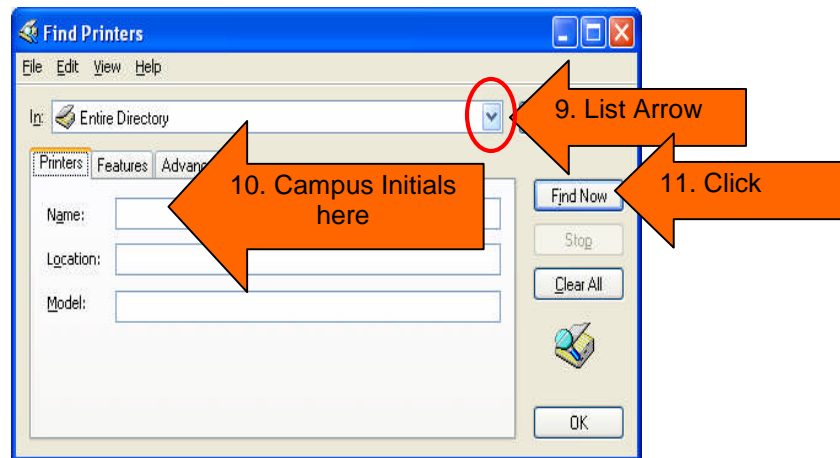


7. From here select **Find** a printer in the directory. (This should be selected by default.)
8. Click **Next**



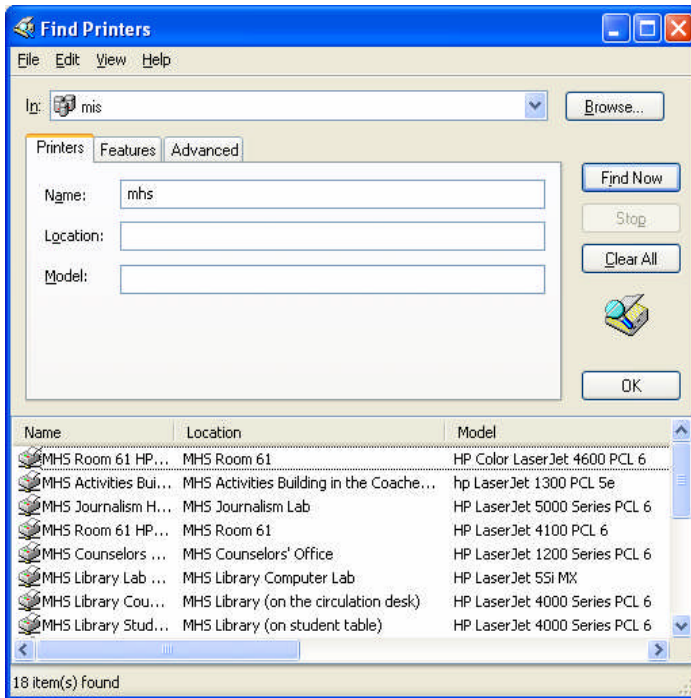
The Find Printers Dialog Box will open at this point. Now you will search for the printer that you want to add.

9. Use the "List Arrow" to select the MIS option in the "In" text area.
10. In the Name: box, enter your campus initials
11. Click **Find Now**.



At this point, a search will take place. This search will provide a list of all available printers on your chosen campus. (See example on the next page.)

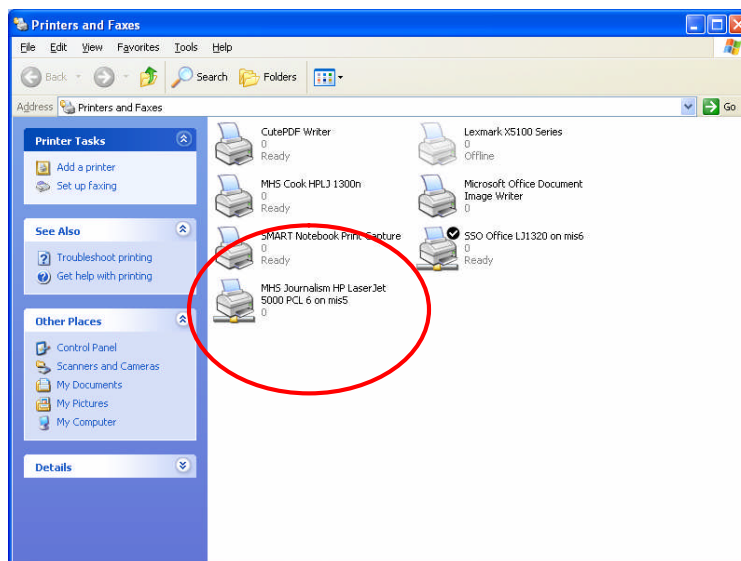
When the search is completed, select the appropriate printer from the list in the bottom portion of the Dialog Box and click **OK**.



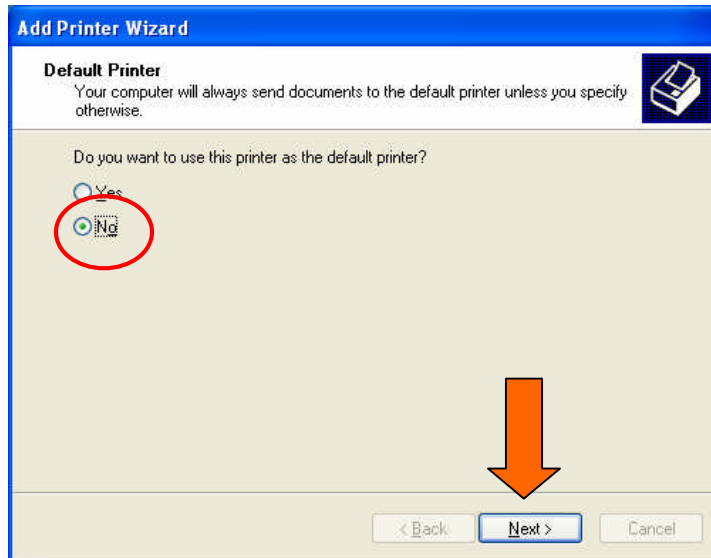
Select appropriate printer from this list, then click OK

The printer will now be added to your computer. The “*Printers and Faxes*” window will open showing the printer that has been added to your file. Close this window by clicking the red X in the upper right hand corner.

In the example below, the printer that is housed in the Journalism Lab at MHS was added.

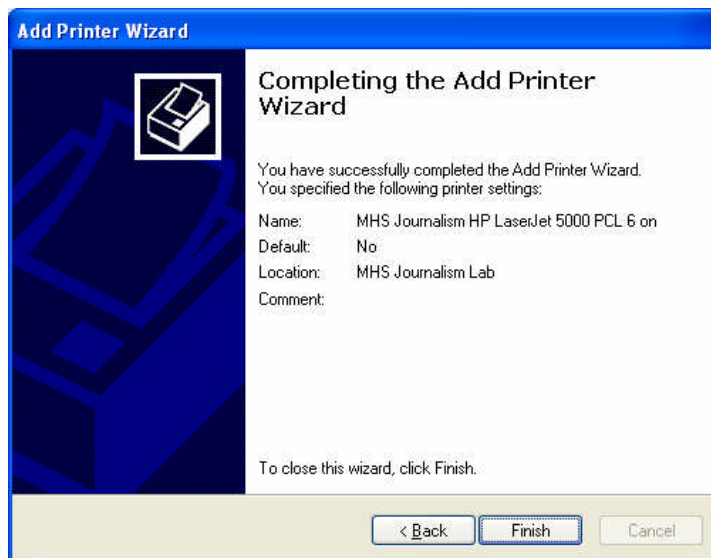


You will be returned to the “Add Printer Wizard” to complete the set-up procedure. The next window will ask if the new printer should be set as your default printer. Because this printer will be your secondary option, Select **No** when asked if this printer should be the default printer and click **Next**.



The final window is a verification of the printer that has been added to your computer. If the information is correct, click **Finish** to complete the process.

**Congratulations!!** You may now print to the new location!



To print to the newly installed printer, you must select it from your list of available printers. To do this:

1. Go to **File > Print**
2. From the Print dialog box, Click the list arrow to reveal the printers installed on your computer.
3. Click on the printer you wish to use.
4. If no other changes need to be made, click **OK** to print your document.

