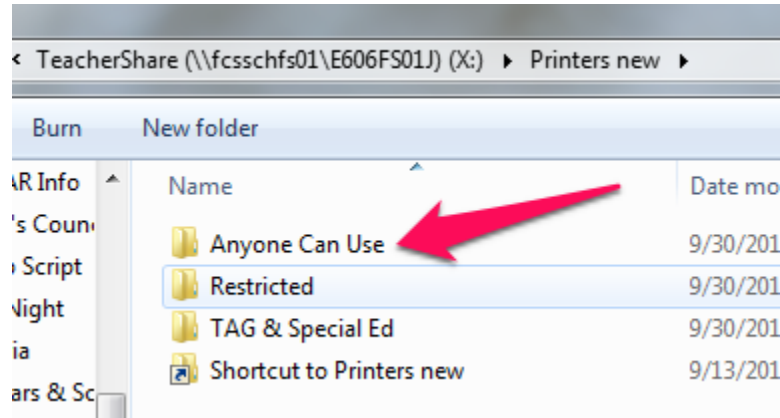


# Centralized Printing

To add a printer:

1. X: Drive(TeacherShare) > Printers New



2. Double click the folder of the printer, then the printer(s) you want and it will load on your machine
3. IF it says “Access Denied”, it means you were not meant to print to that printer (Admin offices, etc)
4. Printers should load with no problems at all
5. The printer names will be a bit strange, nothing can be done. All county printers are named with the same naming scheme

Building# - Room# - Printer Model

