How to Add Your Classroom Printer

Click start > Devices and Printers

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Remote Desktop Connection	۲	Mallard, Marcia
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Active Directory Users and Computers		Pictures
Microsoft Office Picture Manager	۲	Music
Calculator		Computer
Notepad	1	Control Panel
Skitch		Devices and Printers
Picasa 3		Administrative Tools
ActivInspire	•	Help and Support
Microsoft PowerPoint 2010	•	Run
ReadOutLoud 6		
Narrator		
Getting Started	•	
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6 Boardmaker		
All Programs		
Search programs and files	ρ	Shut down 🕨
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Then click 'Add a printer'



Then 'Add a network, wireless or Bluetooth printer' and Next



Click 'the printer that I want isn't listed'



Look on the side of the desktop that your printer is connected to and write down the service tag number.



Then select a shared printer by name. Type $\frac{606}{606}$ your room number-service tag number

Example: <u>\\606b123-CGFM3W1</u> (you must type it in this format)



You will see your selection appear as a choice. Click on it then click next and complete