

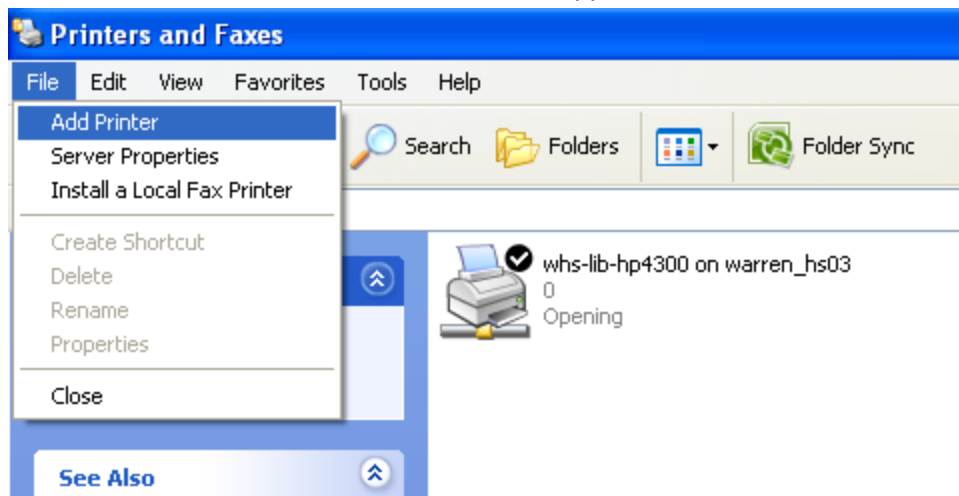
## Setting up a Printer and Setting Your Default Printer

### Setting Up A Printer

- 1) Login as the user who needs access to the printer.
- 2) Click the start button and then “printers and faxes”



- 3) Click “File” then “Add Printer” from the menu bar in the upper left corner.



- 4) Click the next button on the next window.

- 5) Select the circle next to “a network printer or a printer attached to another computer” then click the next button at the bottom of the window.

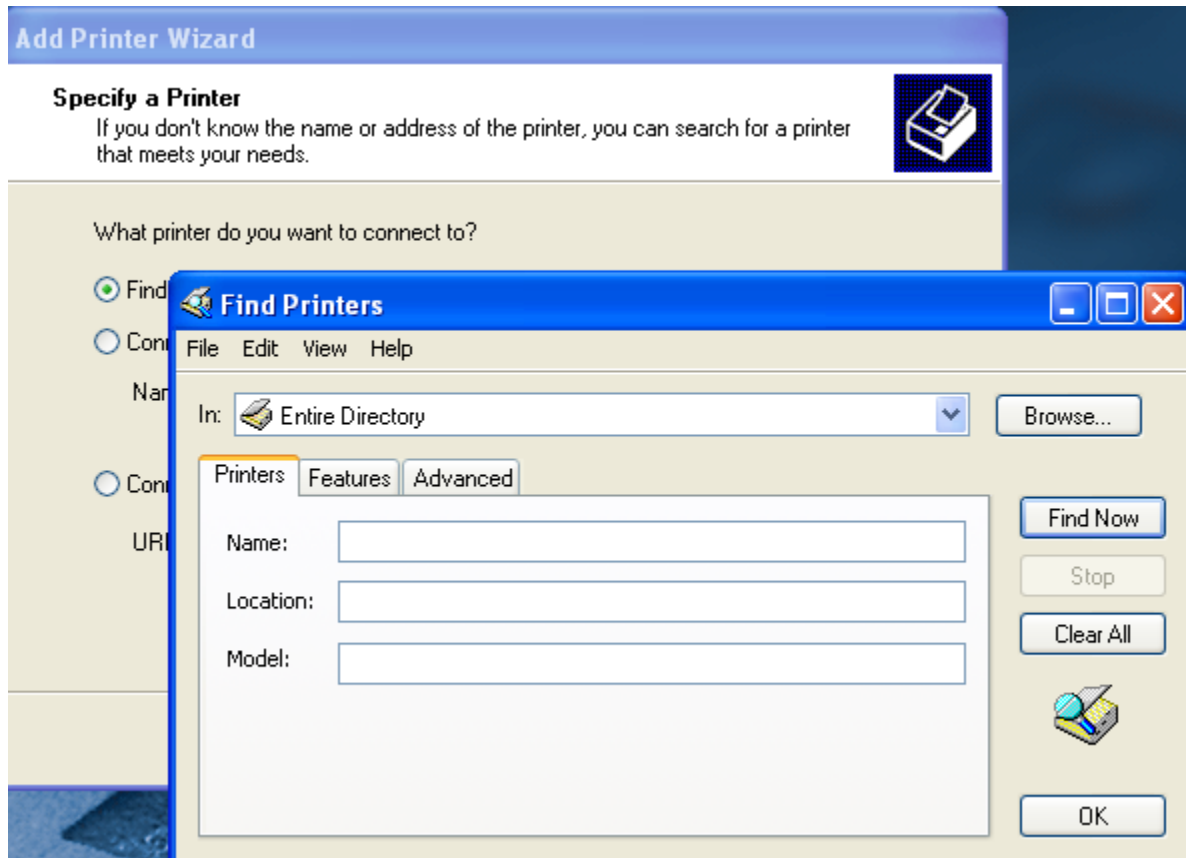
The screenshot shows the 'Add Printer Wizard' dialog box with the title 'Add Printer Wizard'. The main heading is 'Local or Network Printer' with a sub-heading 'The wizard needs to know which type of printer to set up.' and a printer icon. Below this, it says 'Select the option that describes the printer you want to use:'. There are three radio button options: 'Local printer attached to this computer' (unselected), 'Automatically detect and install my Plug and Play printer' (checked), and 'A network printer, or a printer attached to another computer' (selected). An information icon and text state: 'To set up a network printer that is not attached to a print server, use the "Local printer" option.' At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

- 6) Select the circle next to “Find a printer in the directory” then click the next button at the bottom of the window.

The screenshot shows the 'Add Printer Wizard' dialog box with the title 'Add Printer Wizard'. The main heading is 'Specify a Printer' with a sub-heading 'If you don't know the name or address of the printer, you can search for a printer that meets your needs.' and a printer icon. Below this, it asks 'What printer do you want to connect to?'. There are three radio button options: 'Find a printer in the directory' (selected), 'Connect to this printer (or to browse for a printer, select this option and click Next):' (unselected), and 'Connect to a printer on the Internet or on a home or office network:' (unselected). Under the second option is a text box labeled 'Name:' with the example '\\server\printer'. Under the third option is a text box labeled 'URL:' with the example 'http://server/printers/myprinter/.printer'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'.

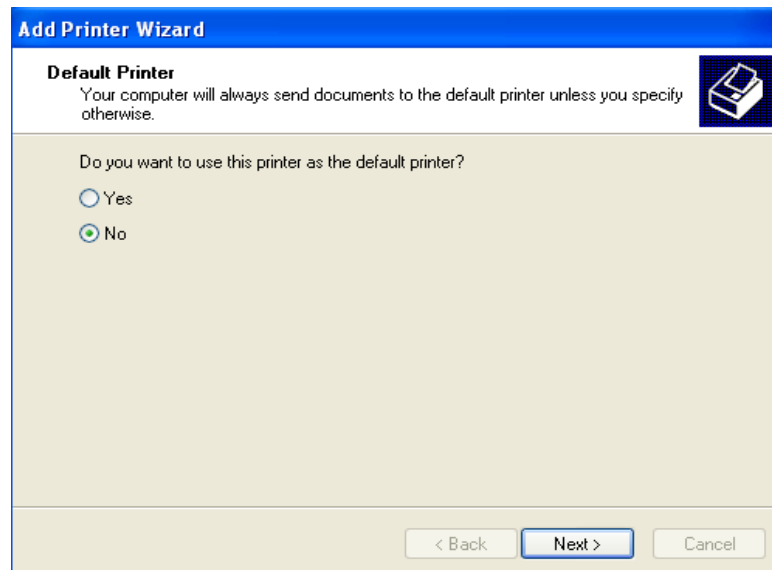
7) A box will popup called find printers. In the box next to Name: type in your School according to the list below. Then click the "Find Now" button

- High School = WHS
- Daniel Boone = DBE
- Rebecca Boone = RBE
- Warrior Ridge = WRE
- Blackhawk = BHM



8) Double click the printer you would like from the list

- 9) A box asking if you would like to make this printer the default printer. If this printer will be the printer you will print to the most then select the yes circle. If you are in doubt select the no circle, this option can be changed later.



- 10) Click next to finish the install.

## Selecting An Installed Printer As Your Default Printer:

Follow these steps to set a printer already installed as your default printer:

- 1) Click the Start button and then “Printers and Faxes”
- 2) The printer with the checkbox is the default. To change this to a different printer right click on any printer then click “Set as Default”.

