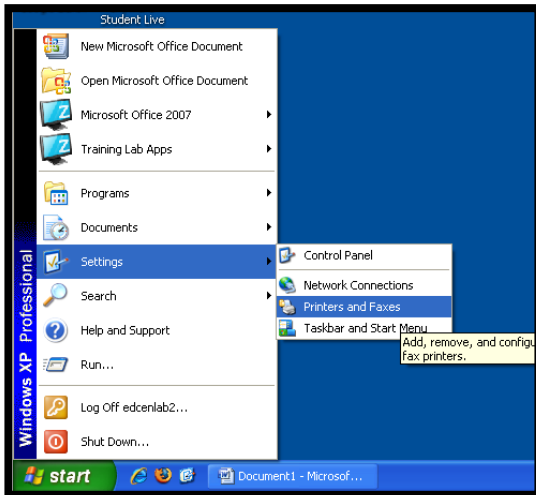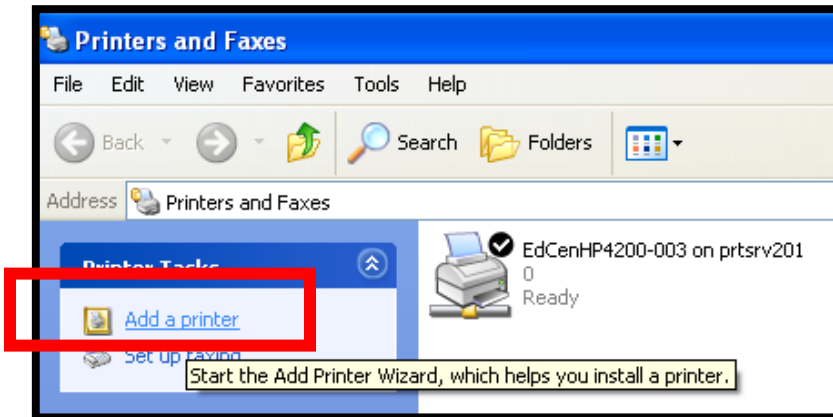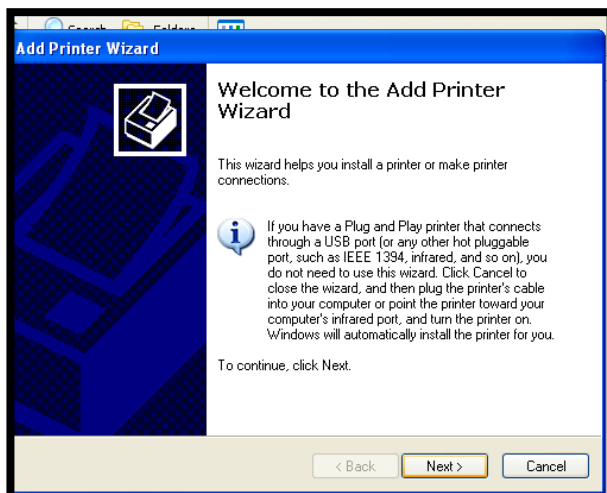# How to Add a Network Printer

Note: You must first request rights to be added to the printer container before it will let you install it. To do this, enter a work order in Eduphoria.
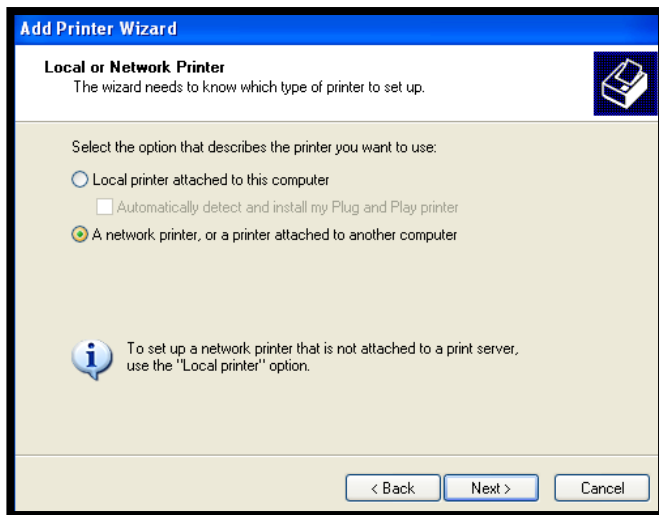

Click on Start> Settings> Printer & Faxes

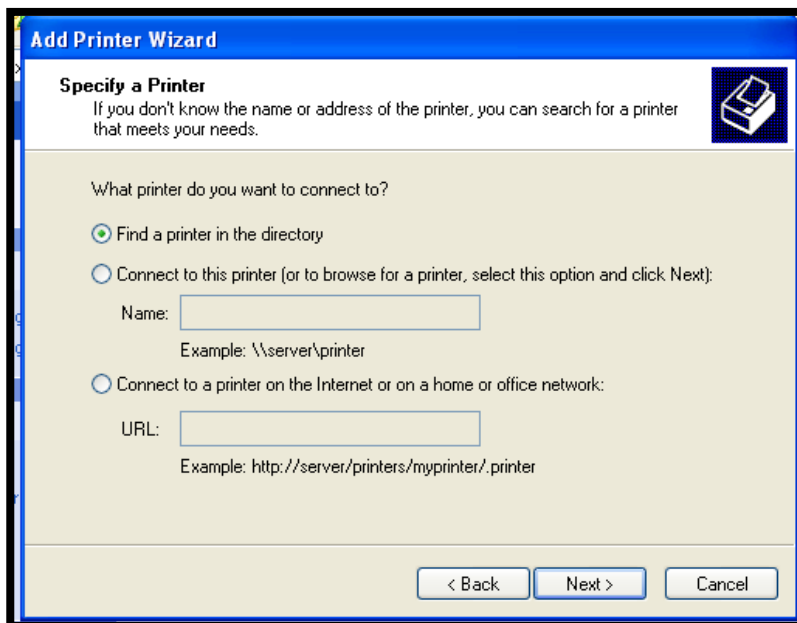Click on **Add a Printer.**

The Add Printer Wizard appears.
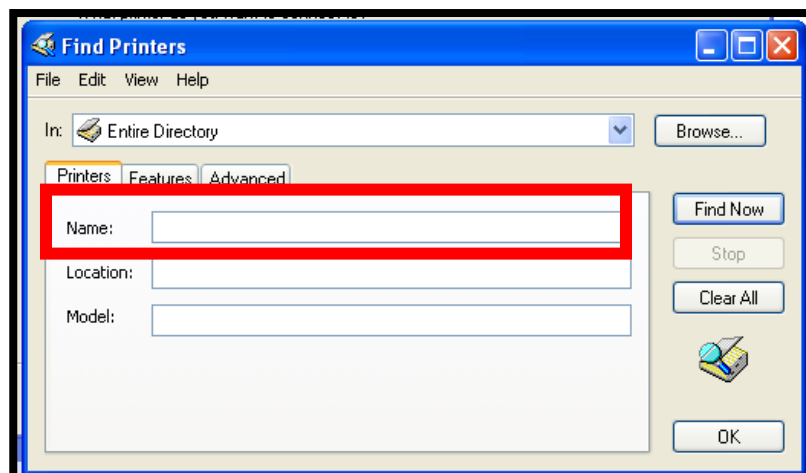
Click **Next**.

Select the option:

"A network printer, or printer attached to another computer.
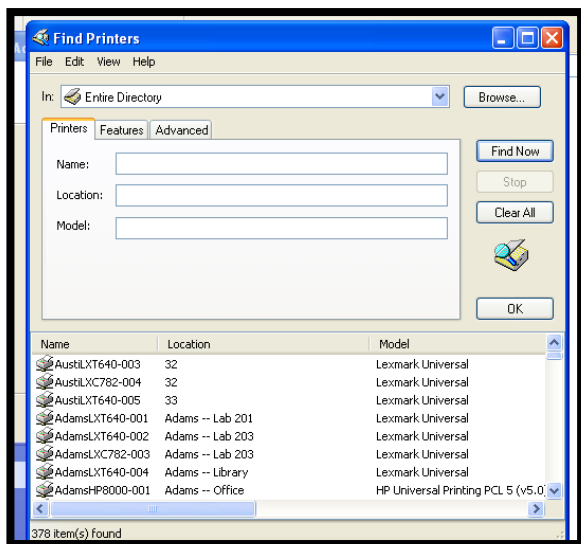
Click **Next**.

Select "Find a printer in the directory" & click on Next.

Find Printers box appears.

Next to same-
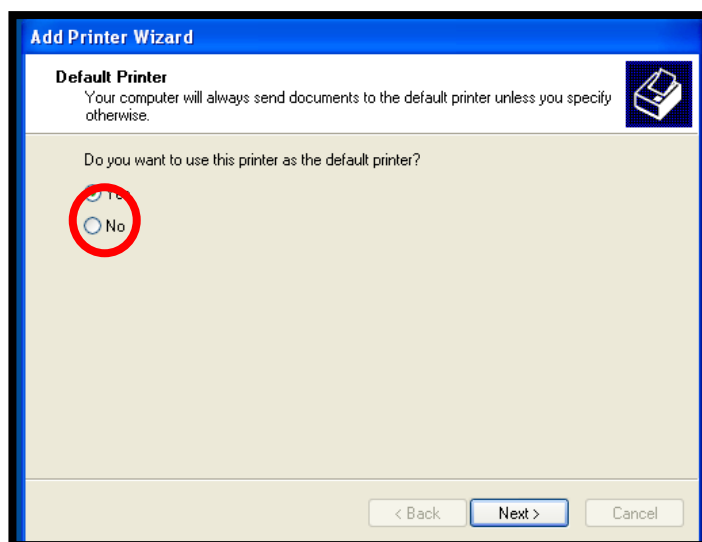Type your school

Click on **Find Now**

The Printers will appear by Name, Location & Model.
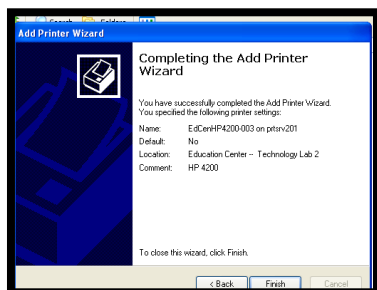
Double click on the printer you want to access.

See Email or ask facilitator for which printer to choose.

An "**Add Printer Wizard"** will appear. You will select Yes or No to set the printer as your default printer.

Choose NO

Click **Next**

Click **Finish**

Note: Now that you have added the printer successfully, please restart your computer & login again. The printer should appear in your printer list.

It may also show up as one of your printers without restarting. I've seen it do both.