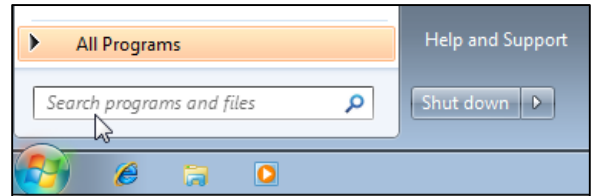

CONNECTING A PRINTER TO A PWCS COMPUTER

Printers will be added to the **Workstation** through the Windows Search menu.

1. Log in to the workstation.
2. Click on the Start icon in the lower left corner of the screen.
3. Locate the Search bar at the bottom of the Program list.

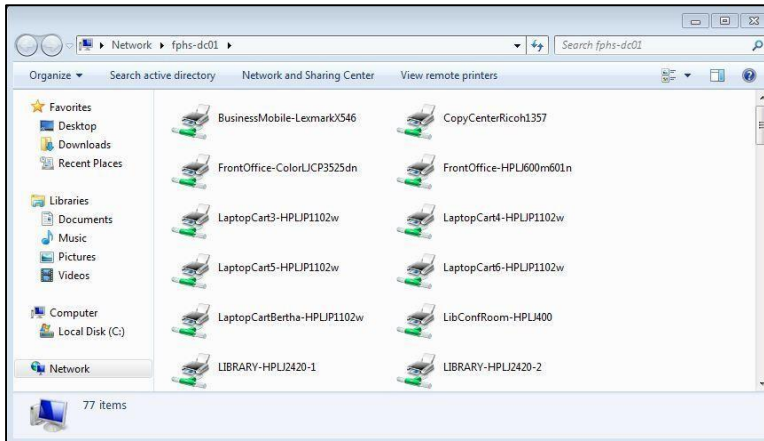


4. In the Search bar, enter two backslashes ****, then the SCHOOL ACRONYM followed by a DASH and the SERVER NAME



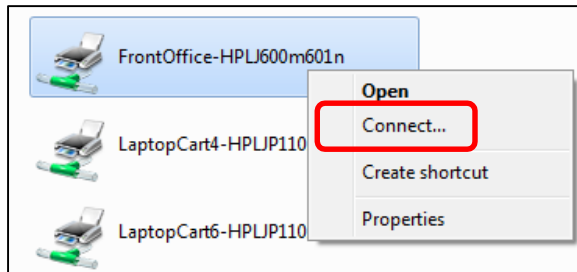
\\PBES-SRVR02

5. The Network will be searched and a listing of available printers will display.



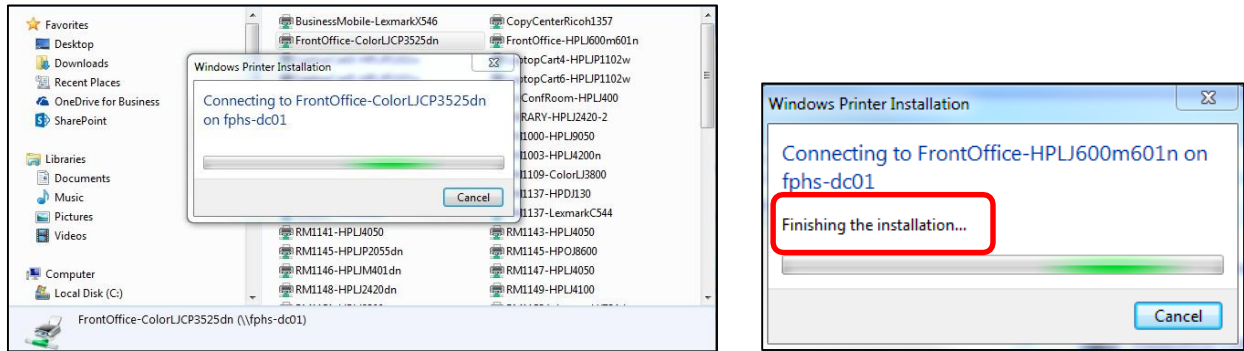
NOTE: The naming convention of printers is specific to your school.

6. Locate the Network printer of choice in the list.
7. **DOUBLE-CLICK** on the Printer Name **OR**
 - a. **RIGHT CLICK** the Printer Name and choose **CONNECT**

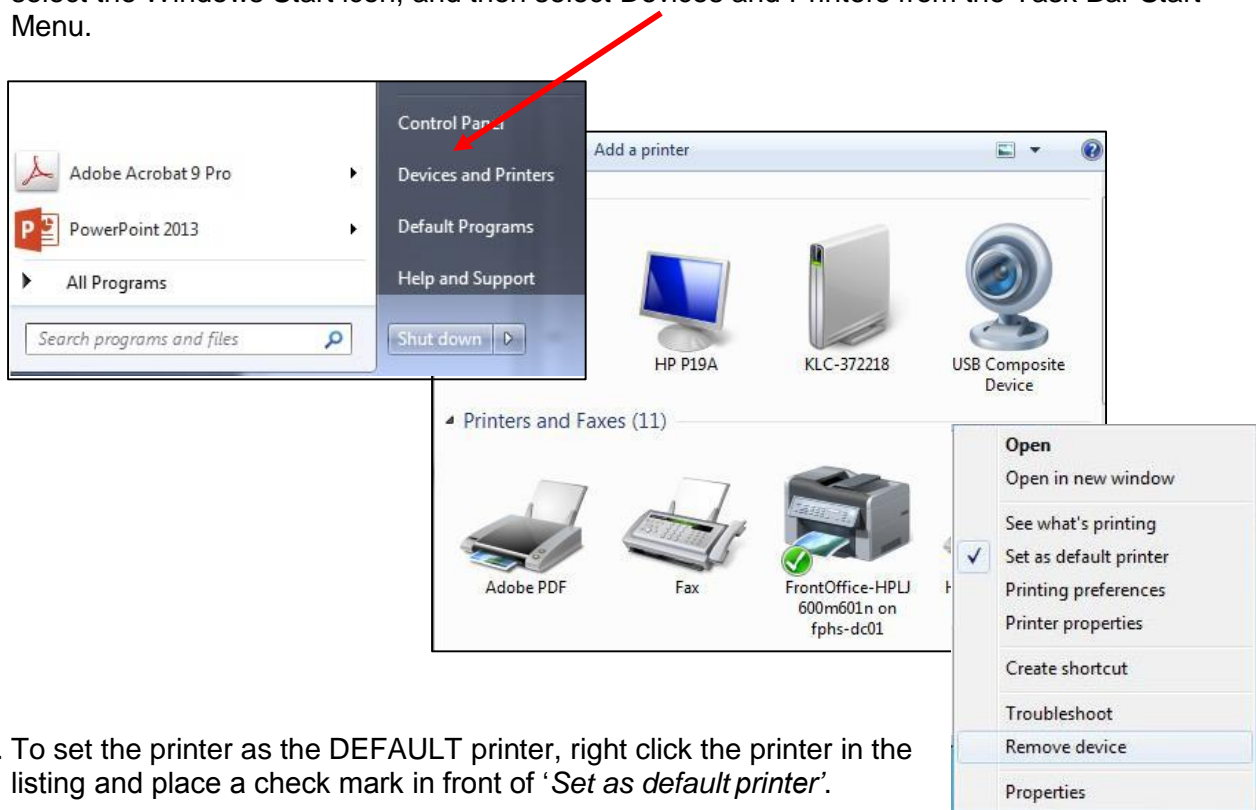


8. Installation of the Printer and Printer Driver will begin.

9. This process may take several minutes.



10. To verify the installation and to set the newly added Network Printer as the DEFAULT printer, select the Windows Start icon, and then select Devices and Printers from the Task Bar Start Menu.



11. To set the printer as the DEFAULT printer, right click the printer in the listing and place a check mark in front of 'Set as default printer'.

The Network printer is now installed to the **Workstation**.

If the Network printer is set as the default printer, it will now appear as the first printer of choice from programs such as Outlook, Word, Access and Excel.

