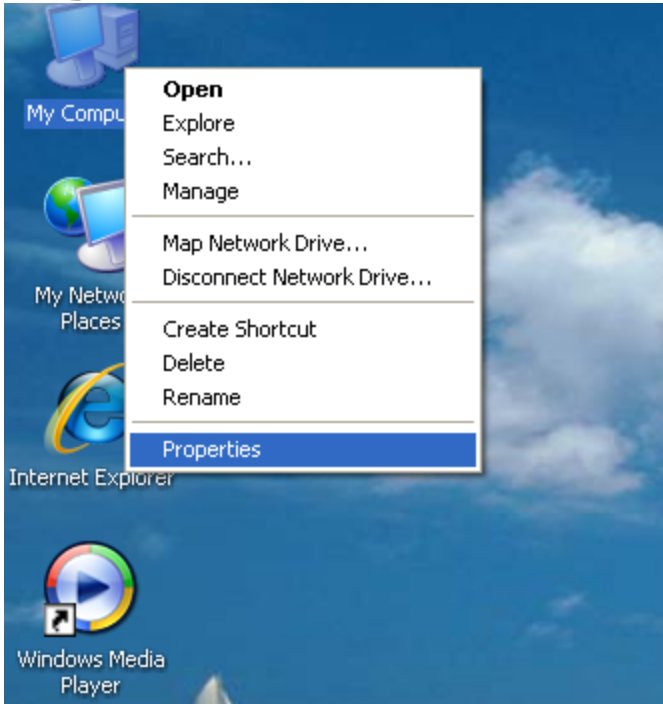
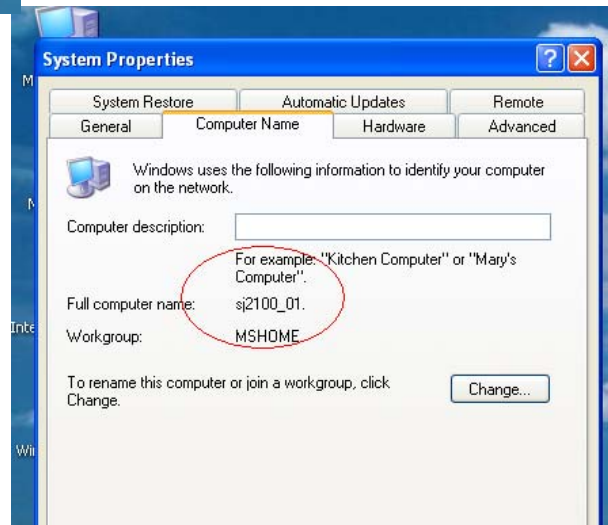


# Connect to a printer

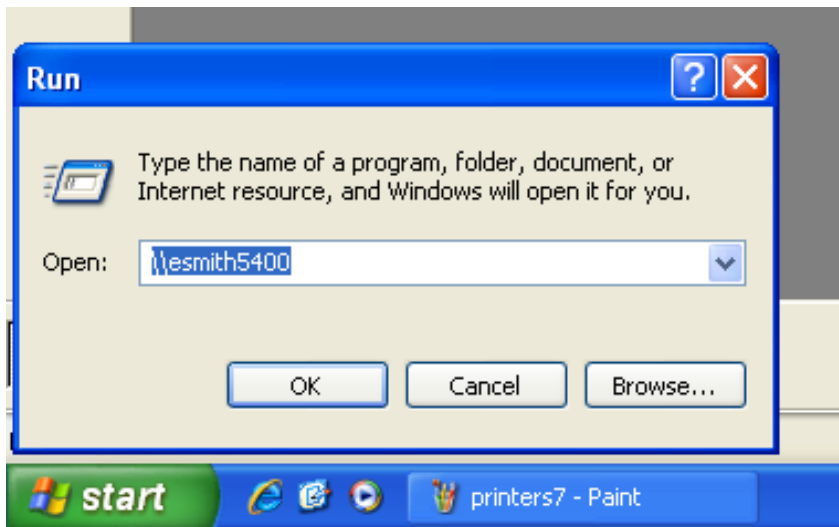
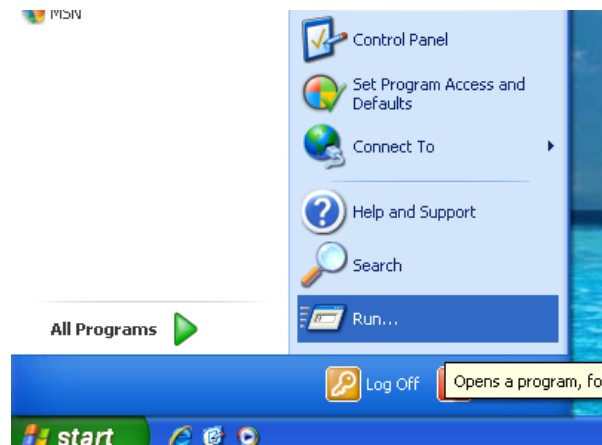


**BEFORE YOU BEGIN: YOU WILL NEED TO KNOW THE COMPUTER NAME OF THE MACHINE THAT THE PRINTER IS ATTACHED TO BEFORE YOU CAN SET UP THE PRINTER ON THE LAPTOPS. TO FIND THIS, RIGHT CLICK ON THE MY COMPUTER ICON AND SELECT PROPERTIES.**

**BEFORE YOU BEGIN: CLICK ON THE COMPUTER NAME TAB AND LOCATE THE FULL COMPUTER NAME AND**



**STEP 1: ON THE STUDENT LAPTOP, GO TO START-RUN OR HOLD DOWN THE WINDOWS KEY AND PRESS R**

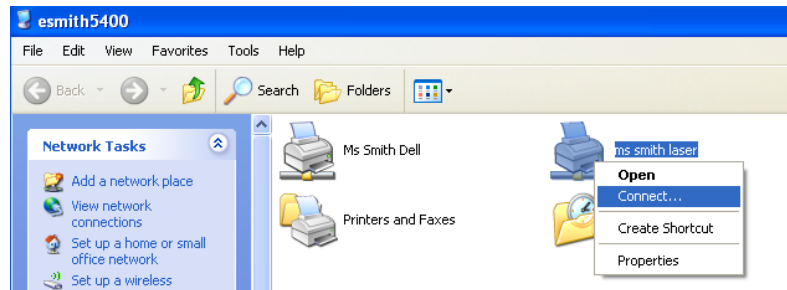


**STEP 2: ENTER THE NAME OF THE COMPUTER ON THE OPEN LINE. IN THIS EXAMPLE, THE COMPUTER IS ESMITH5400 SO ENTER IT AS: \\ESMITH5400 THEN PRESS**

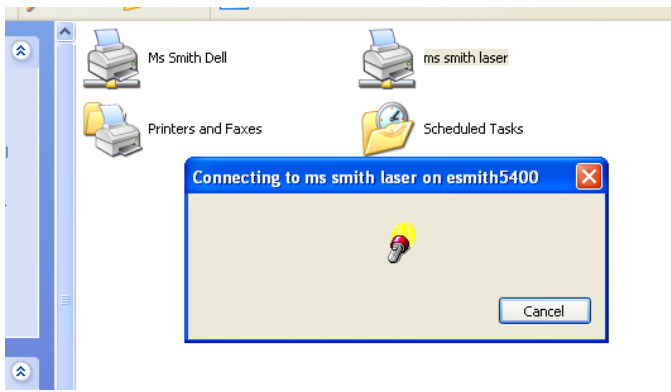
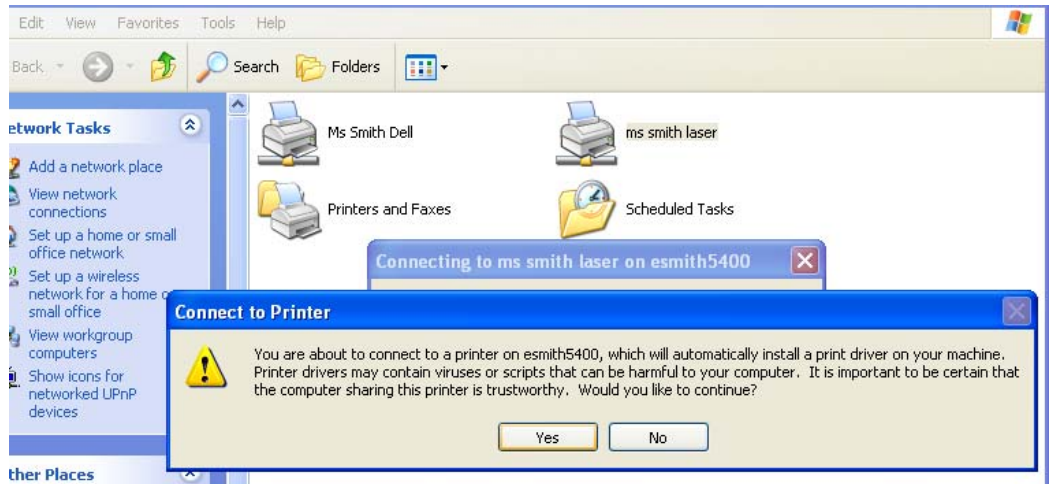


**STEP 3: IF YOU ENTERED IN A VALID COMPUTER NAME, YOU SHOULD RECEIVE A LOGIN BOX. ENTER THE CLASSROOM LOGIN PRECEDED BY THE DOMAIN NAME. IN THIS**

**STEP 4: A WINDOW SHOULD THEN POP UP WITH THE COMPUTER NAME AS THE TITLE. LOCATE THE DESIRED PRINTER AND RIGHT**

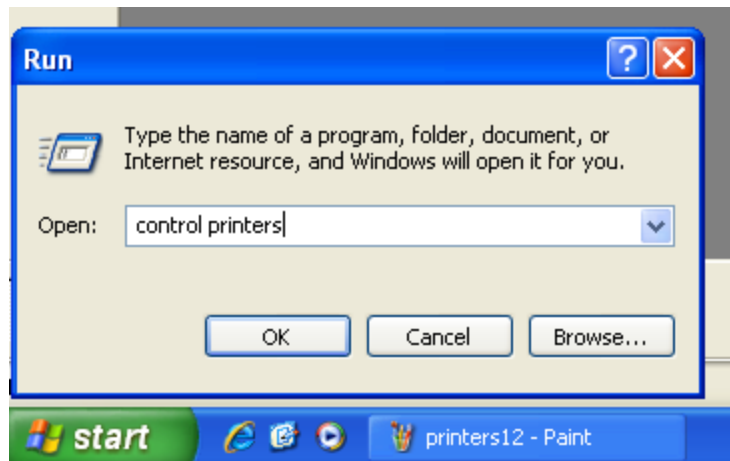


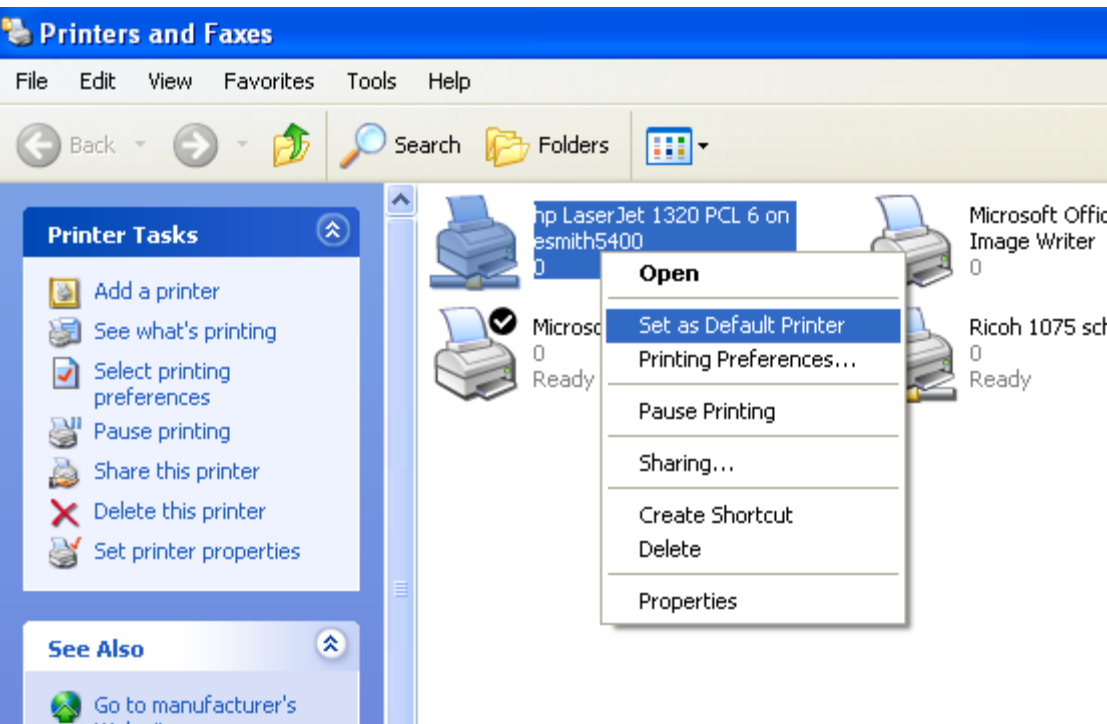
**STEP 5: YOU WILL RECEIVE A CONNECT TO PRINTER WARNING BOX. CLICK YES TO CON-**



**STEP 6: A WINDOW WITH A SEARCHING FLASHLIGHT WILL APPEAR UNTIL THE CONNECTION IS COMPLETE. ONCE THE FLASHLIGHT WINDOW DISAPPEARS,**

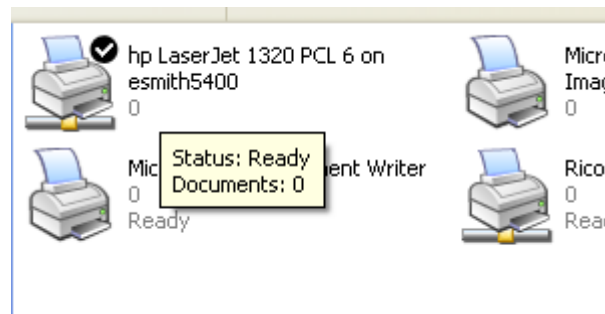
**STEP 7: NOW YOU WILL NEED TO SET THE DEFAULT PRINTER. RETURN TO START-RUN OR HOLD THE WINDOWS KEY AND PRESS R TO BRING UP THE RUN WINDOW.**





**STEP 8: YOU WILL SEE ALL OF THE AVAILABLE PRINTERS FOR YOUR LAPTOP IN THIS WINDOW. RIGHT CLICK ON THE DESIRED DEFAULT PRINTER AND SELECT SET AS DEFAULT PRINTER TO MAKE IT YOUR DEFAULT PRINTER.**

**STEP 9: THE DESIRED PRINTER SHOULD NOW HAVE A CHECKMARK NEXT TO IT WHICH INDICATES THAT IT IS**



**STEP 10: CELEBRATE BECAUSE YOU ARE DONE!!!**