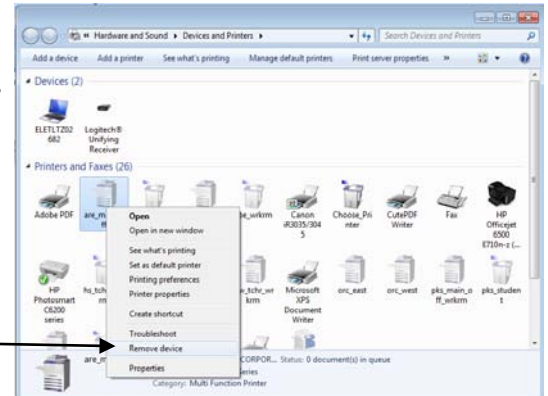
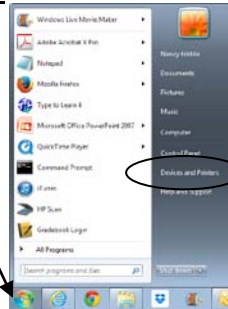


Directions for Installation of Copier/printers on Teacher Laptops

1. Delete all old printers from laptop.

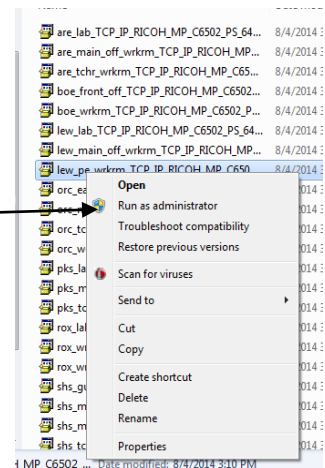
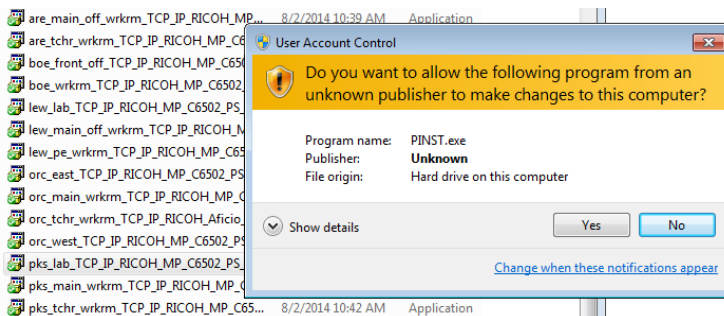
- Click on Start icon in bottom left hand corner.
- Choose "Devices and Printers"
- A window will show a list of the currently installed printers.
- Right click on icon of printer to remove.
- Select "Remove device"
- Click Yes.



Repeat steps a-f above for each of the old school printers installed on your laptop.

2. Install new copier/printers.

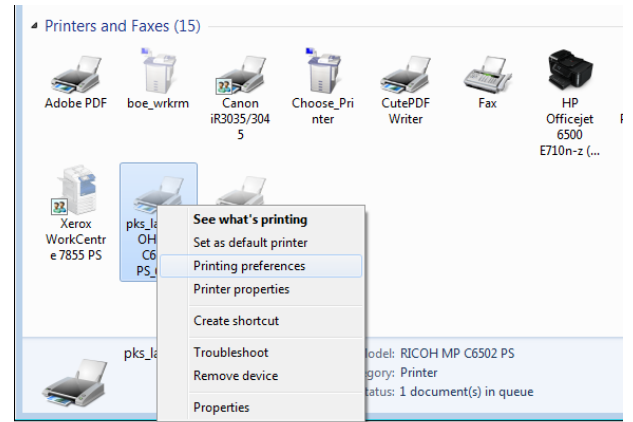
- Open the #All District Copy Machines folder located in the Teacher Shared drive > District Teacher Shared Folder.
- Find a printer on the list you want to install.
- Right click on the printer name. Select "Run as Administrator."
- Click "yes" to allow changes.
- Wait as printer is installed.



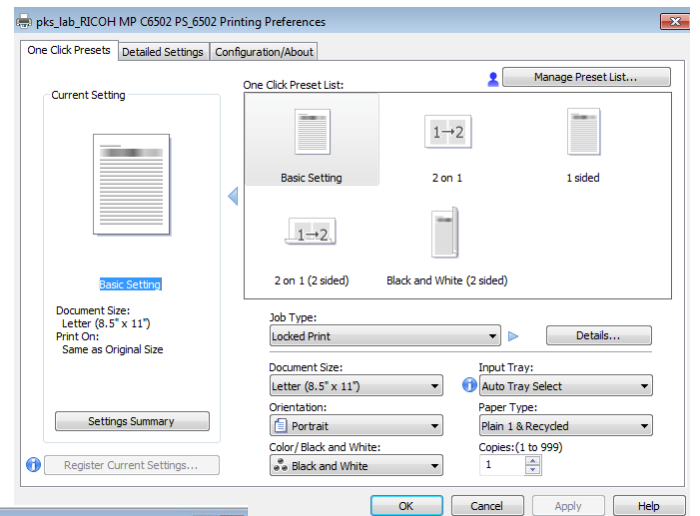
Repeat steps a-e to install additional printers. Each printer must be installed separately.

Set a password for printing documents.

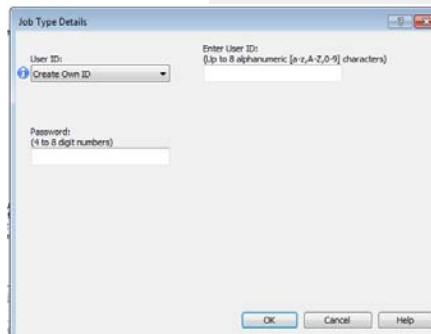
- Click on Start icon in bottom left hand corner.
- Choose "Devices and Printers"
- A window will show a list of the currently installed printers.
- Right click on icon of printer to set password.
- Select "printing preferences"



- Click **Details** to the right of Locked Print.



- Type a user ID in the box. Use your first initial and up to 7 letters of your last name.
- Type a numeric password in the password box. This password will be needed to retrieve your documents from the copier. Suggestion: use the 4 digits of your voicemail number.



Repeat steps a-h to set a password for each printer you installed. Each printer password must be created separately.

Set a default printer

Select one printer to be your default printer. Right click on the printer name. Choose Set as default printer.