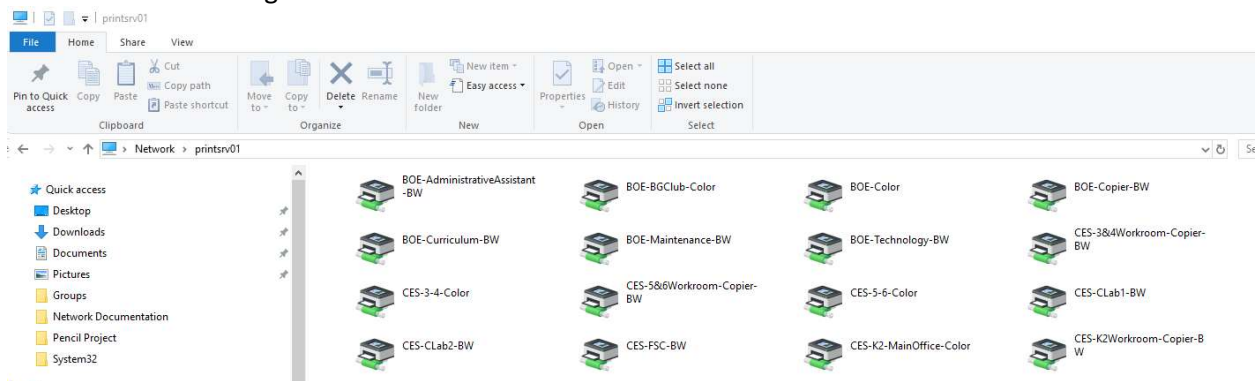


How to set up a printer.

Printers have been named in the following manner: RMS-RM208-BW which means “Roosevelt Middle School – Room 208-Black & White”.

Group Policy sets most printers automatically. If you need to use a printer that is not already installed please feel free to install and printer you need by following the instructions below.

1. Open the file browser by clicking in the  on the menu bar.
2. 3. At the top of the page that opens type  <\\printsrv01> or click the link.
3. The window will change to some thin that looks like.



4. Scroll through the printers available and double click on the printers you wish to install your computer will automatically install the necessary software. You may be presented with a prompt asking for administrative privileges to install then new printer. If the prompt occurs just enter the username and password you used to login to the computer.

If you cannot find the printer, you are looking for please or you need assistance please. [Submit a Technology Work Order](#)