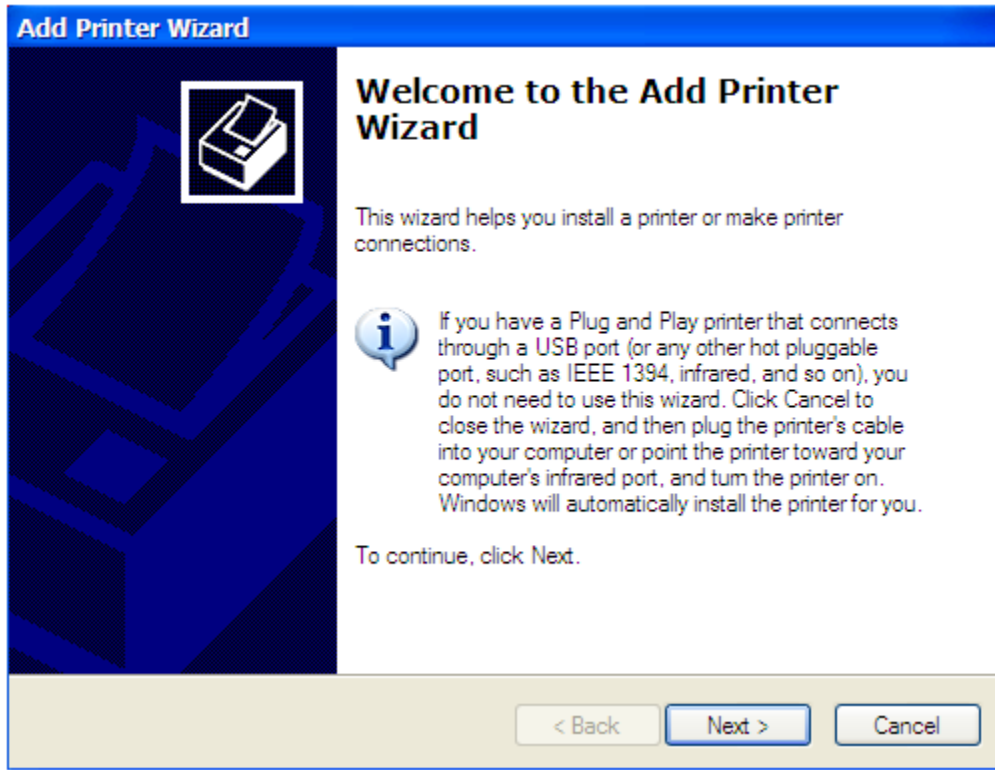
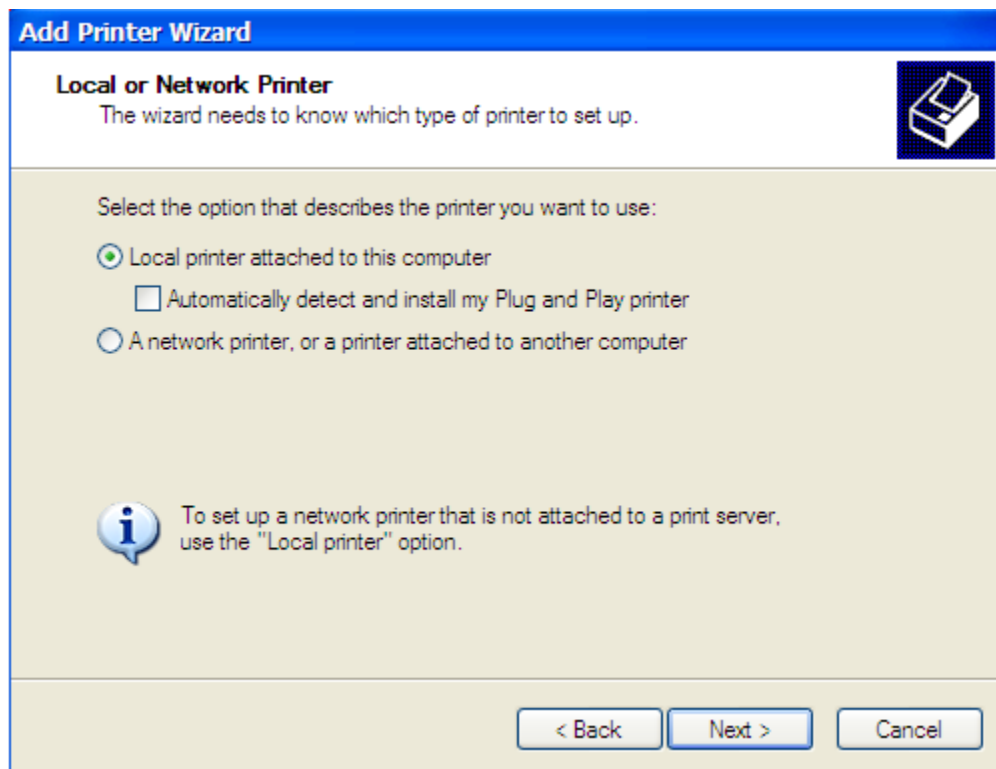


Instructions for Connecting to Network Printers

1. Click on Start
2. Go to Printers and Faxes
3. Double Click on Add a New Printer.

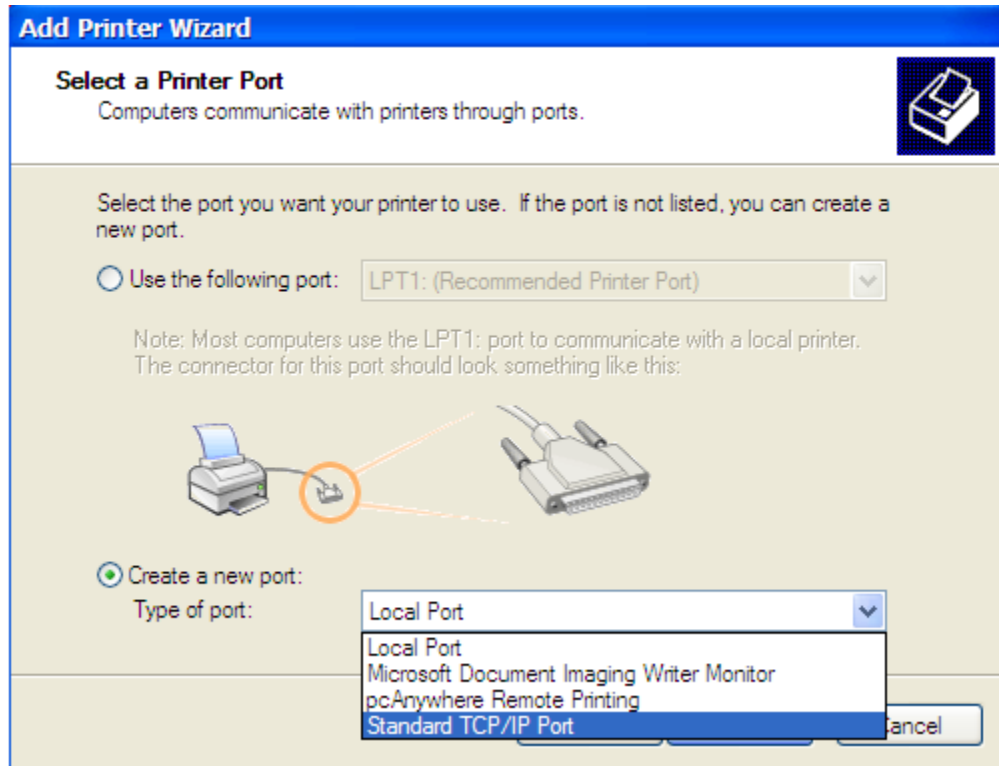


4. Click Next

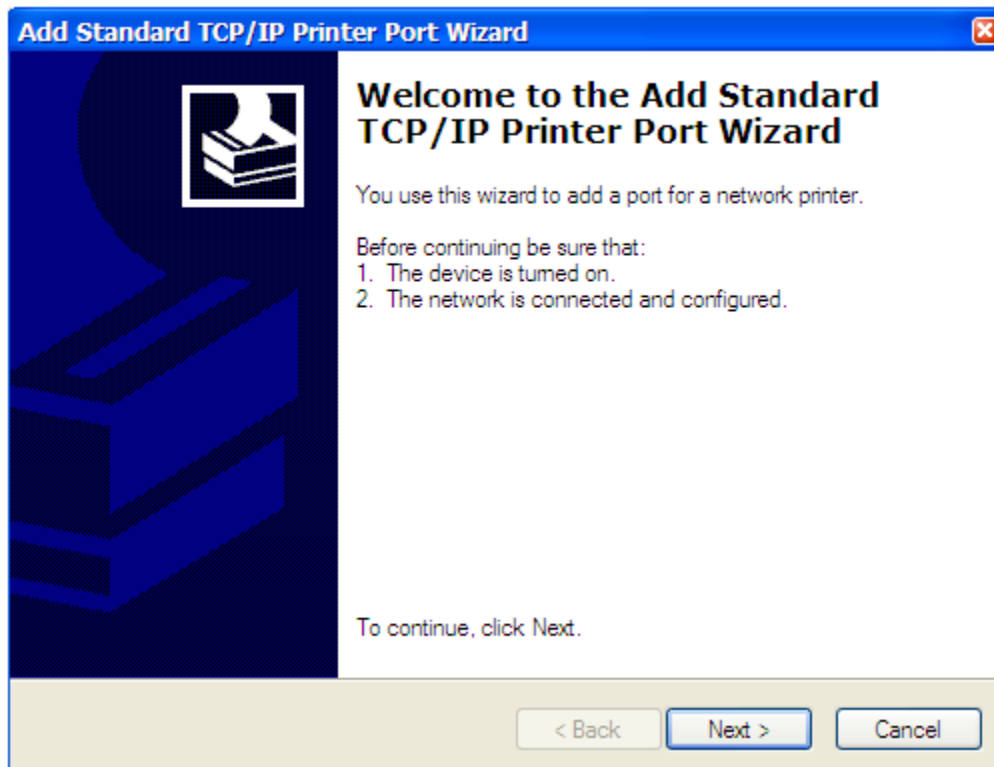


5. If there is a check mark in the box to *Automatically detect and install my Plug and Play Printer*, please remove the check mark.

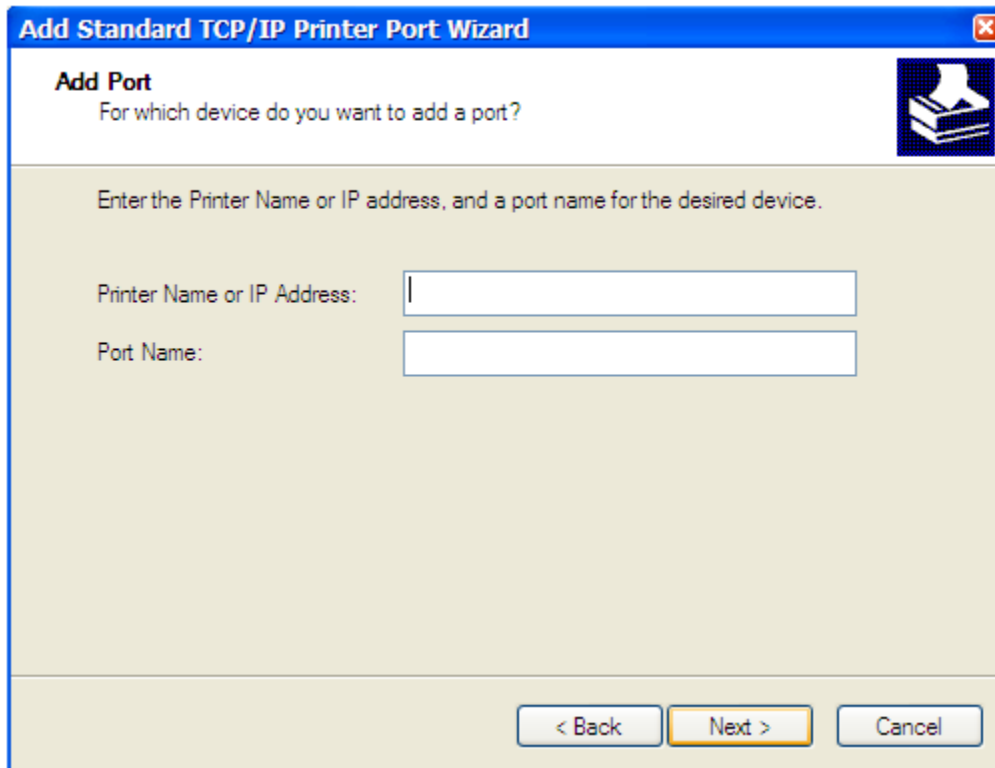
6. Click Next



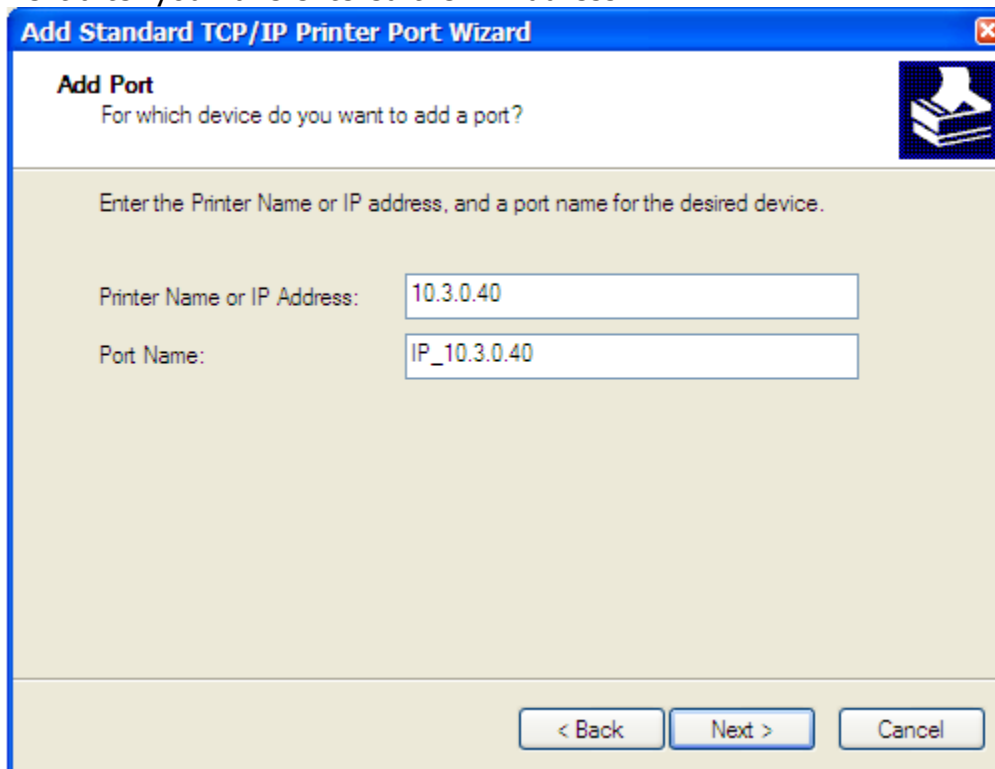
7. Click on the radial button to create a New Port.
8. Click on the Drop down Arrow and choose the Option; Standard TCP/IP Port.
9. Click Next



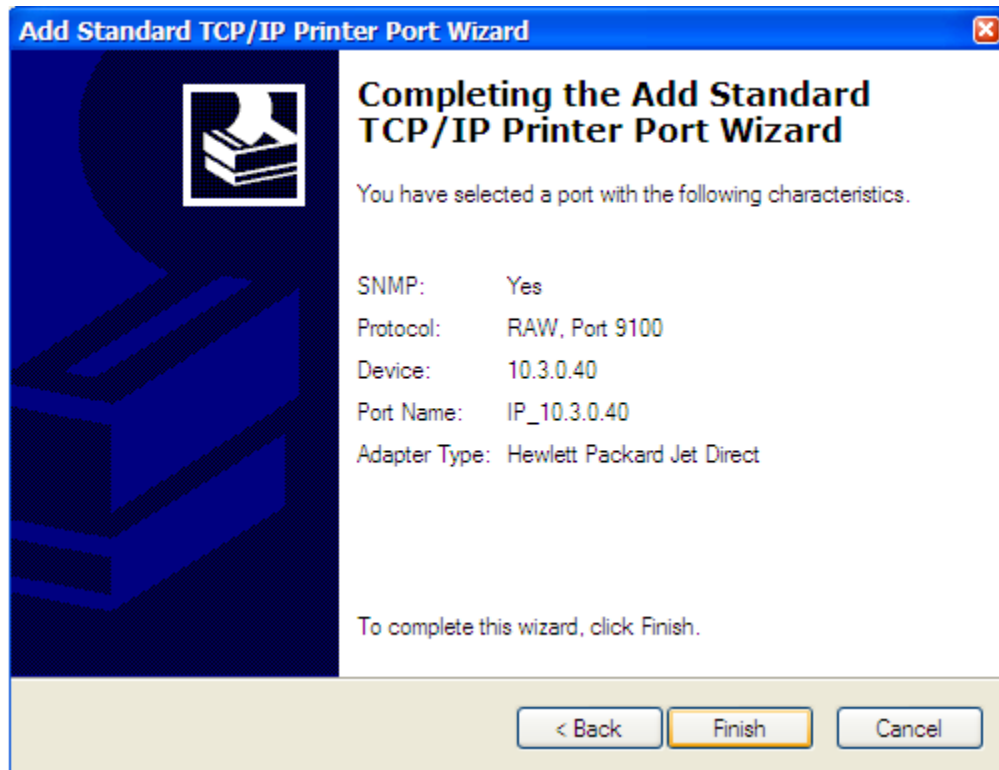
10. Click Next



11. Enter the IP Address for the printer that you want to connect to. The IP Addresses are located at the end of this document.
12. Click Next after you have entered the IP Address

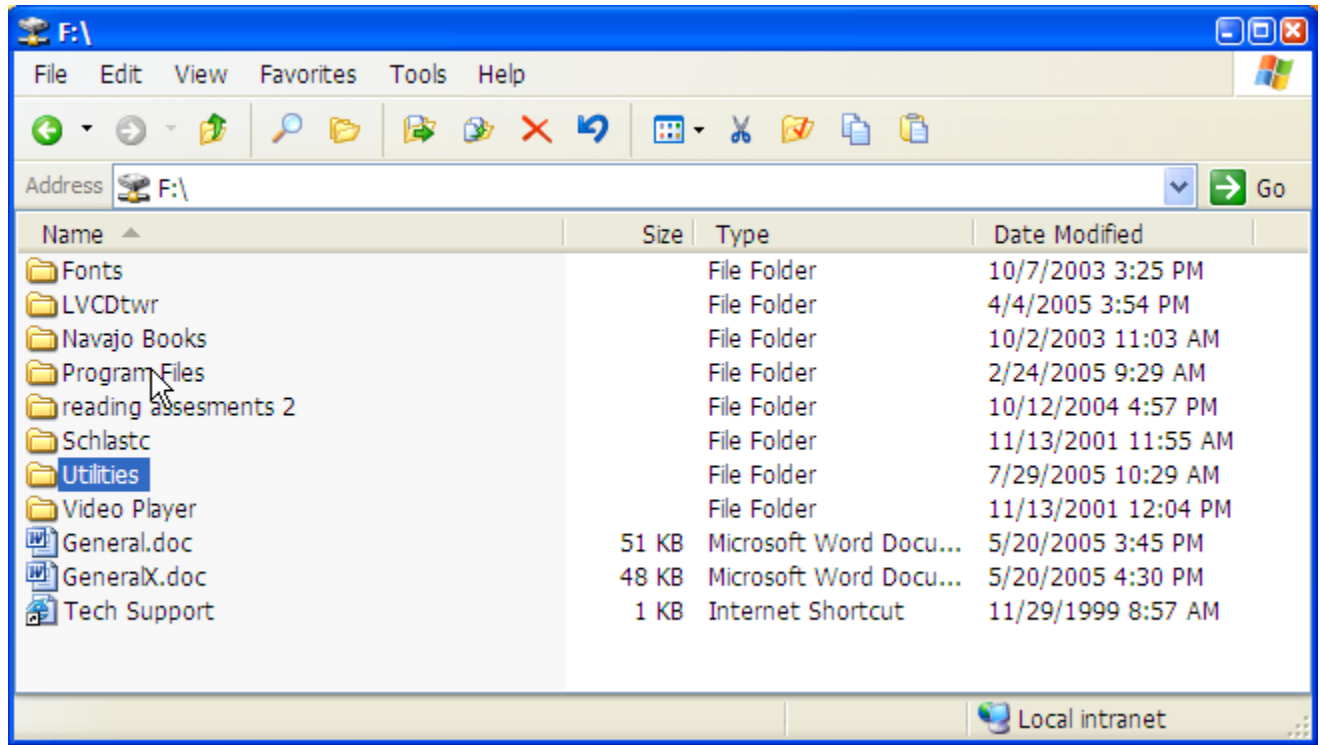


13. As an example: If you want to connect to the printer in the LV Office, you would choose the IP Address 10.3.0.40 (enter the IP Address exactly). As you are typing the address in, the Port Name will automatically fill in for you.

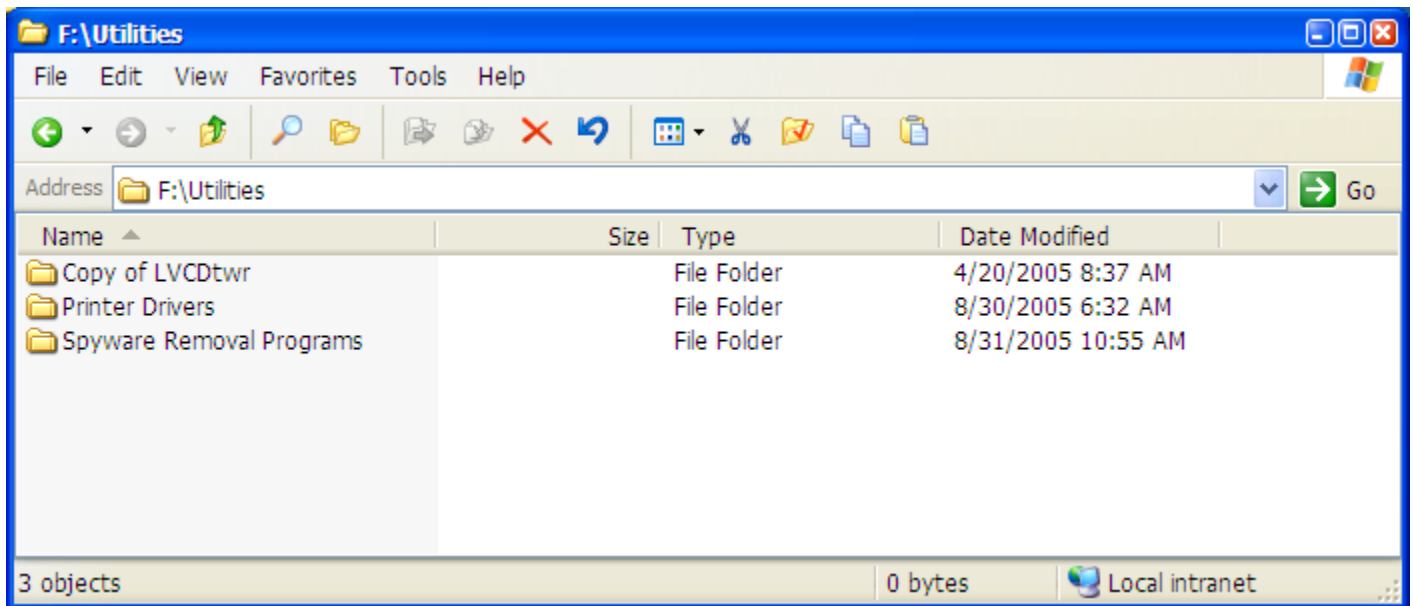


14. Click Finish
15. You are now ready to install the drivers for the printer that you are connecting to.

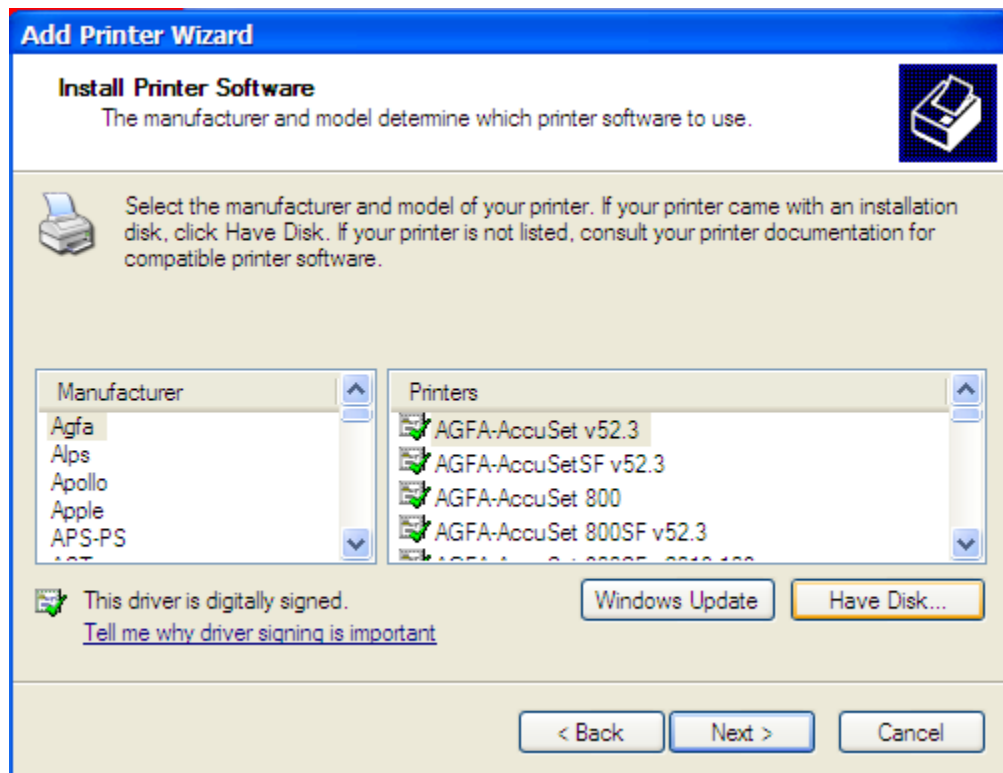
Instructions for Installing the Printer Drivers for Network Printers



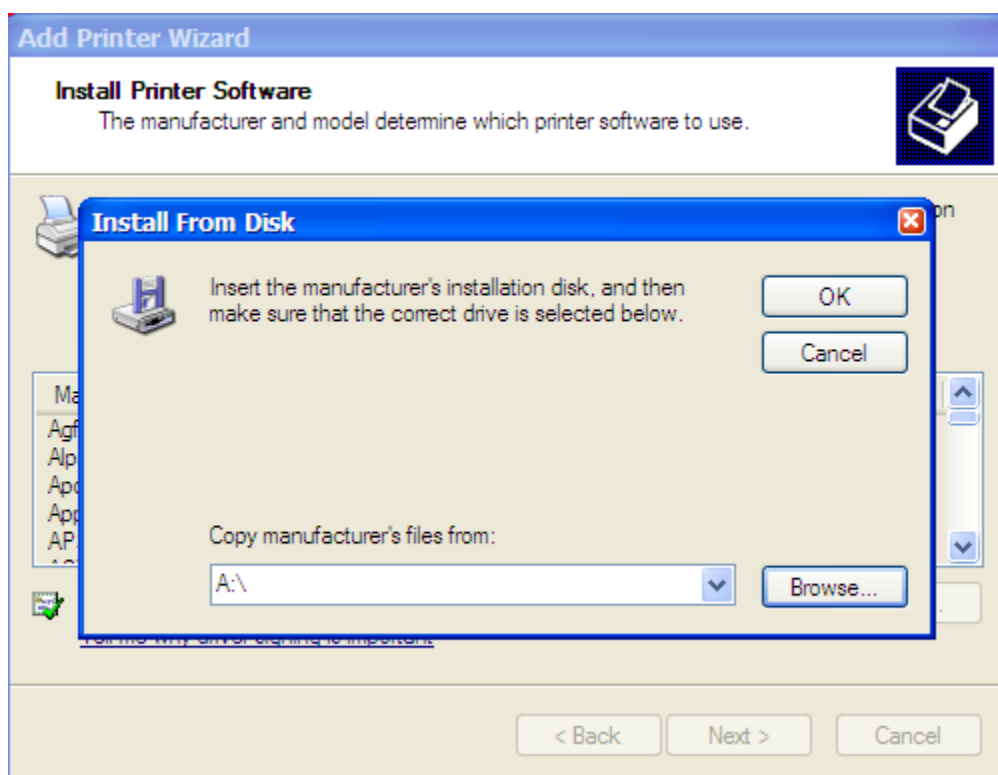
1. Double click on the Utilities Folder in the F:\Drive (Apps Drive for Each School). Please remember that each schools Apps Drive may be varied in some way. However, each Apps Drive does have the utilities folder. The utilities folder may not look like the example here because there are different printers at each school.



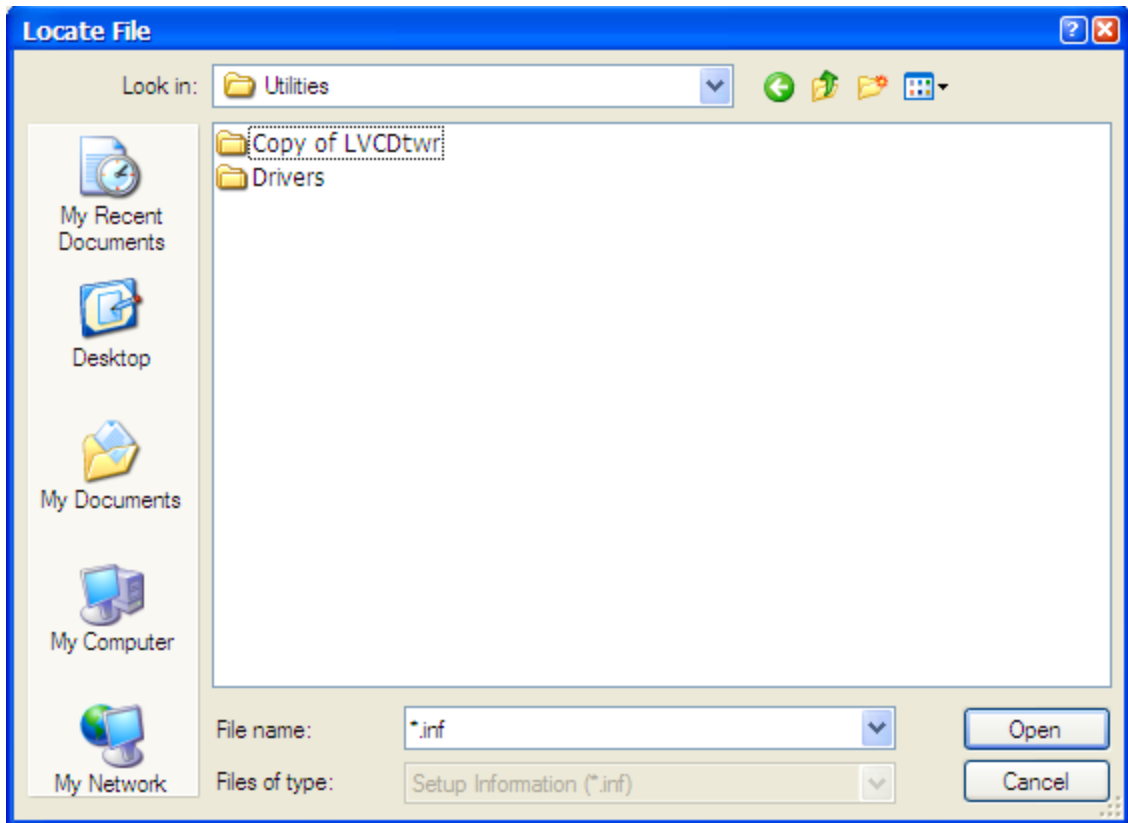
2. Double Click on the Drivers Folder and then the Printer Drivers Folder. Click on Printer Folder that you are installing.



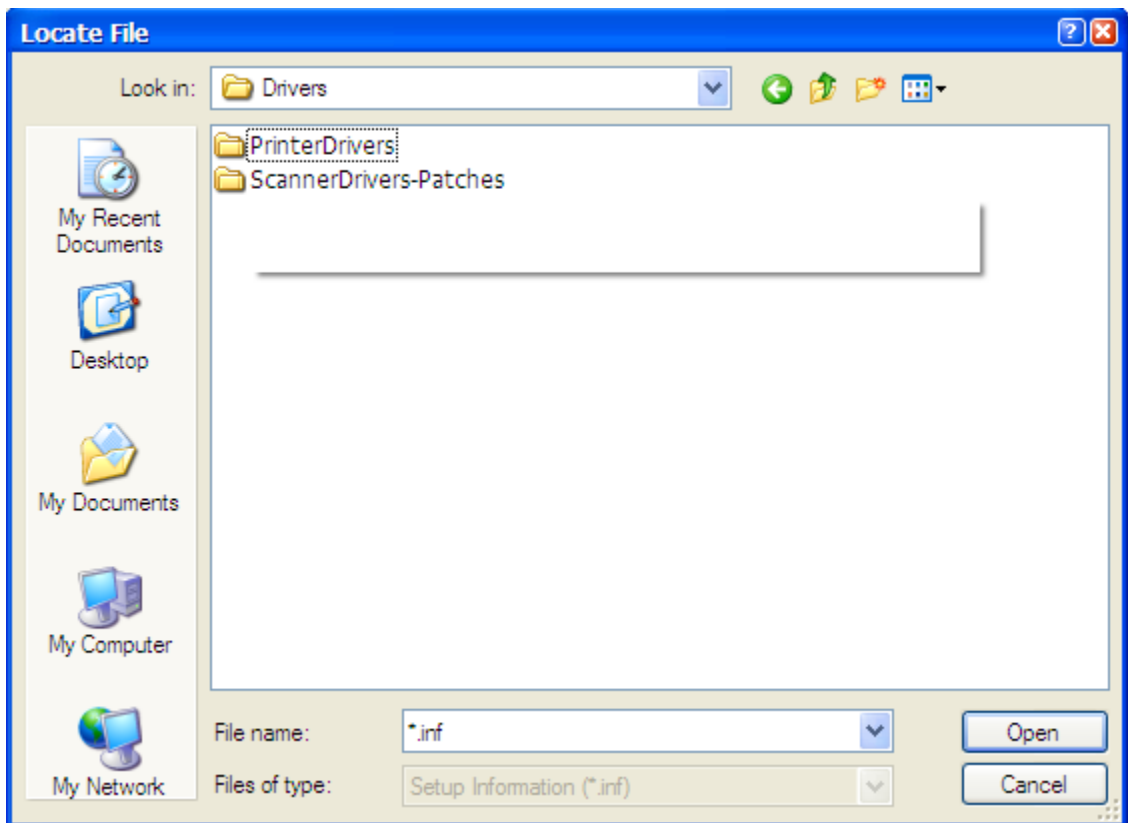
3. Click on the Box: Have Disk



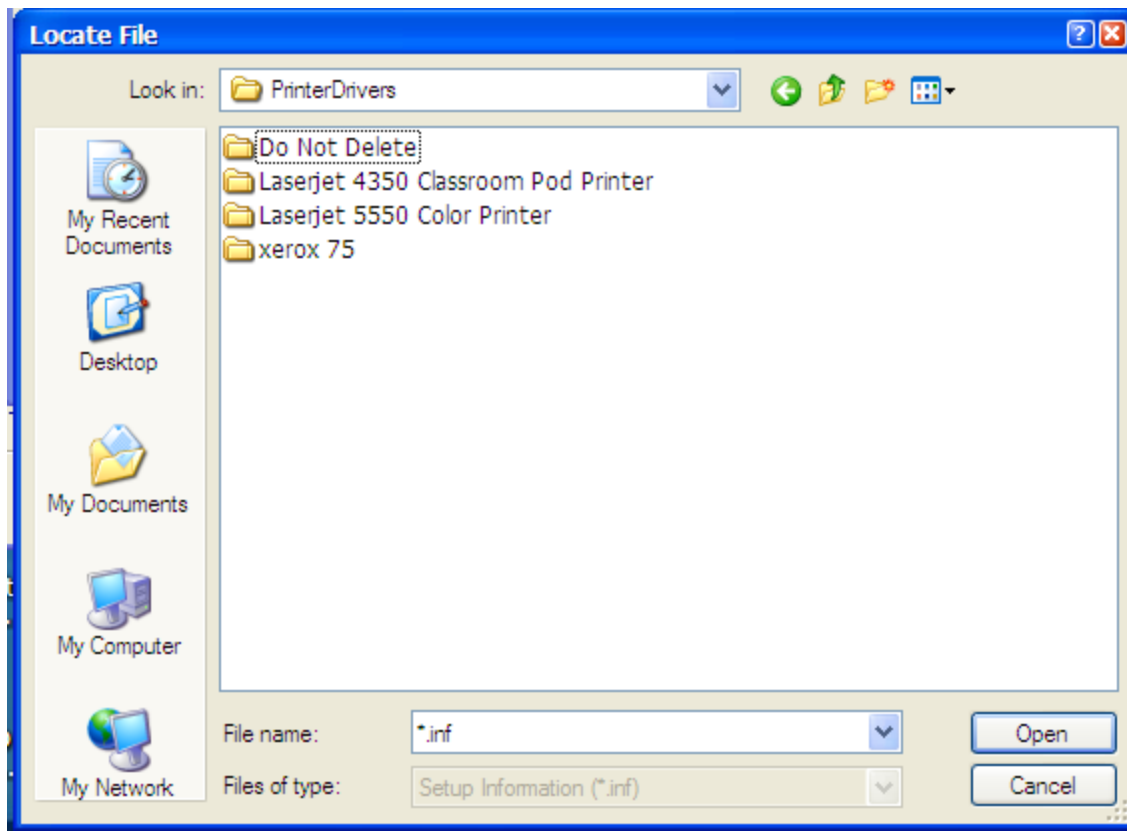
4. Click on the Browse Button.



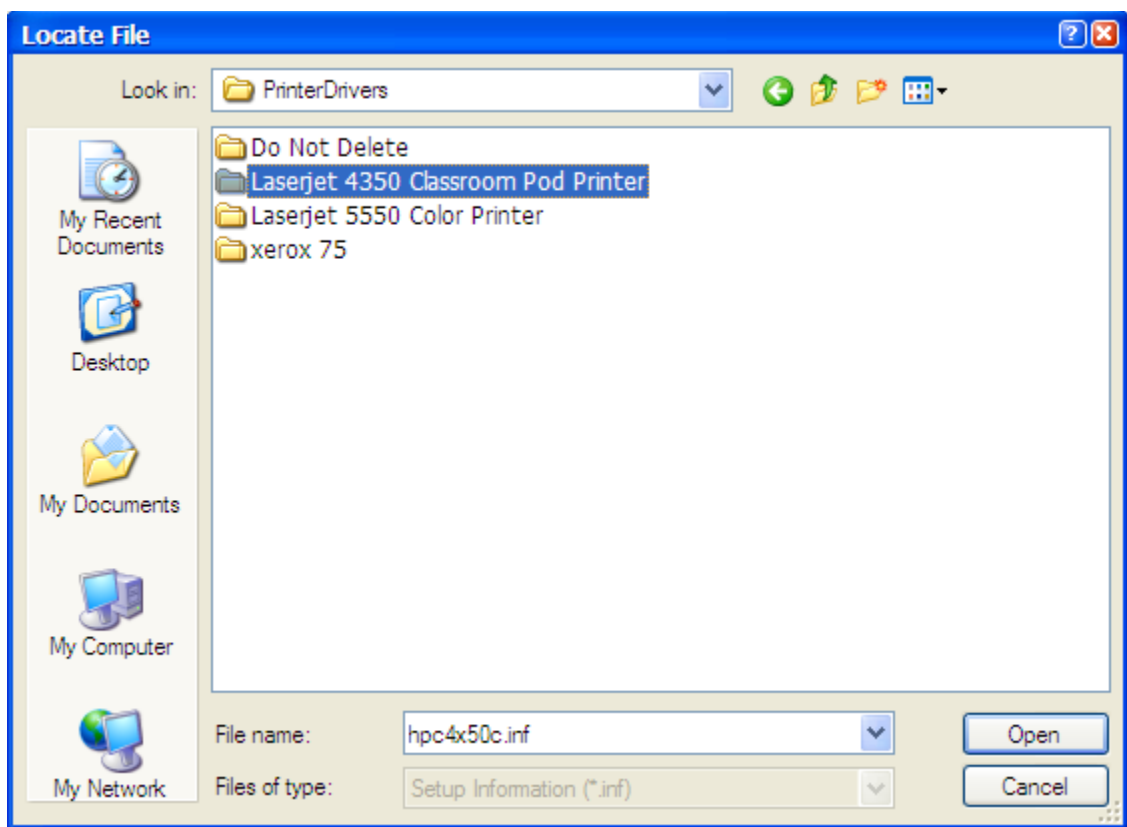
5. Make sure that you Browse to F:\Apps Folder, Utilities folder, Drivers Folder



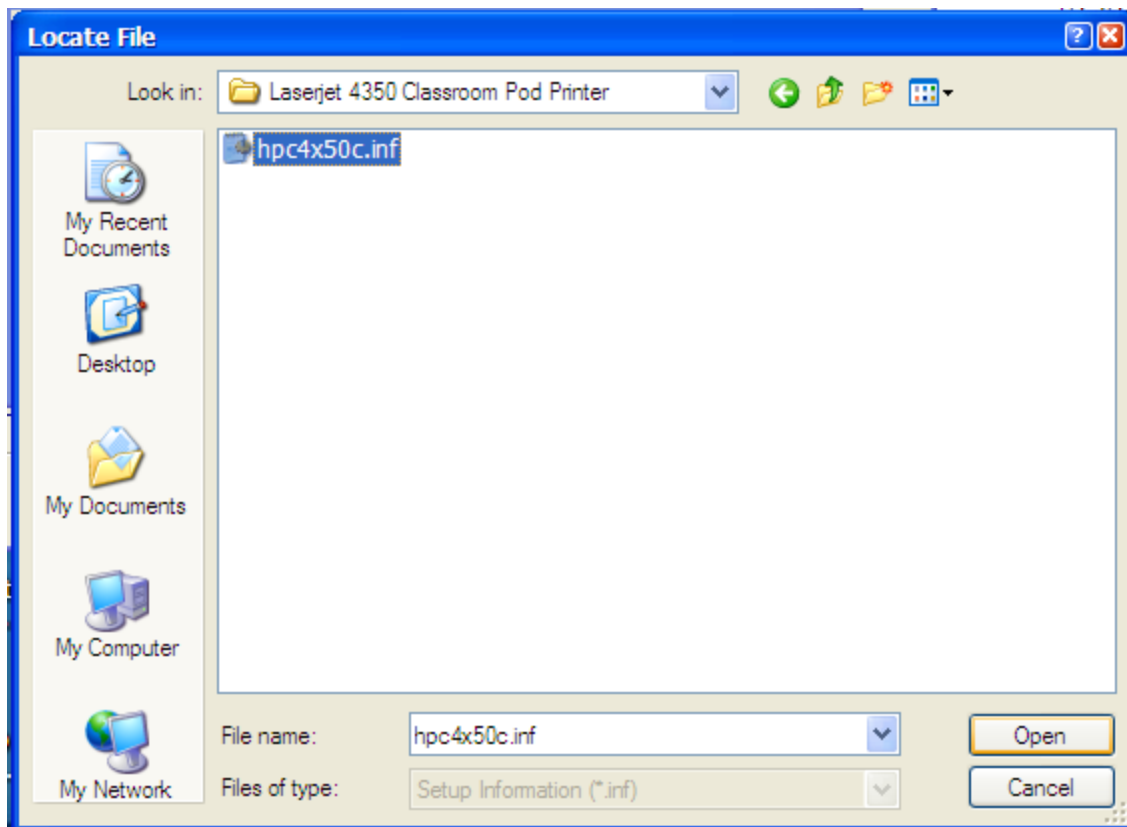
6. Click on the Printer Drivers Folder



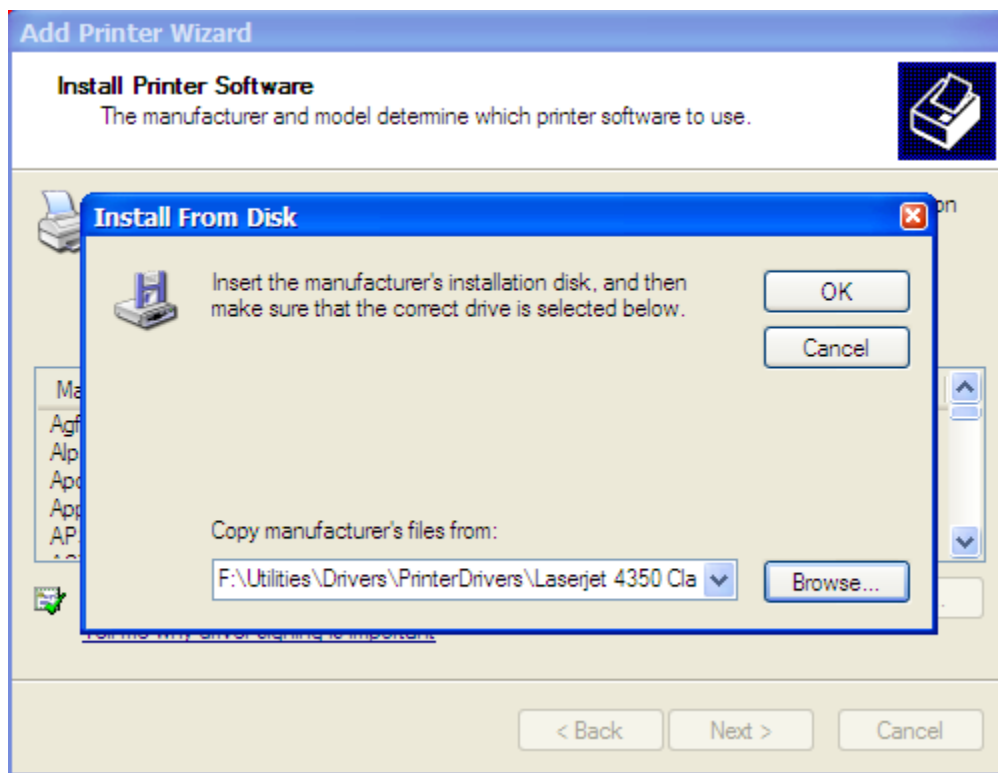
7. Select the Printer that your are connecting to/installing.



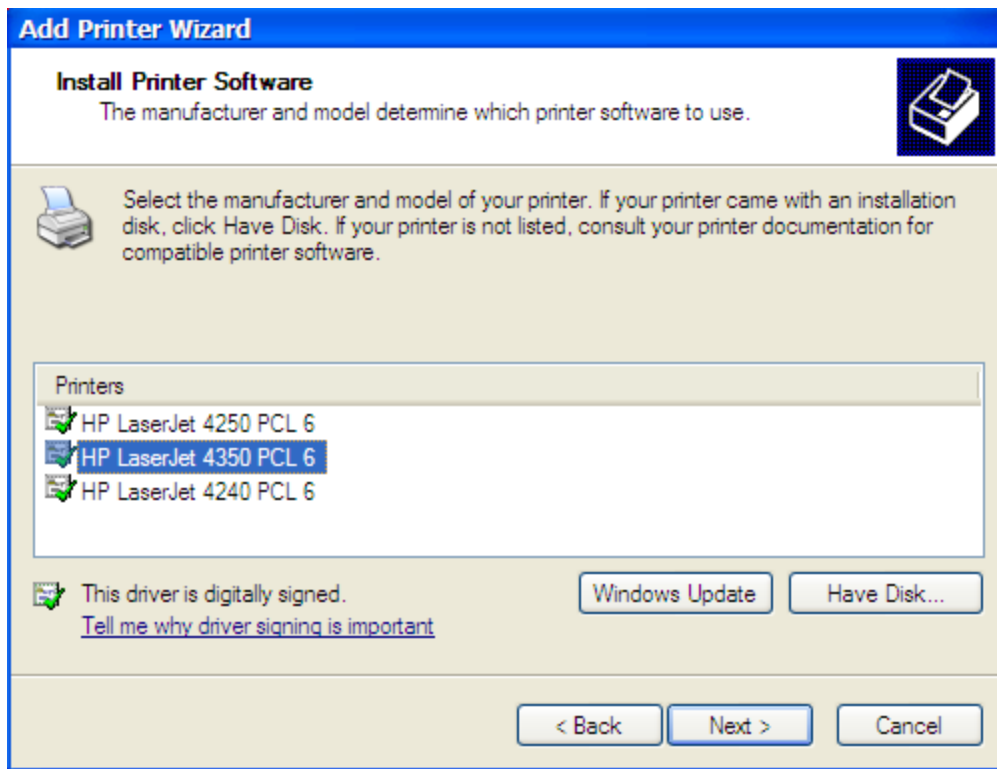
8. Click on the Model of the Printer that you are connecting to/installing.



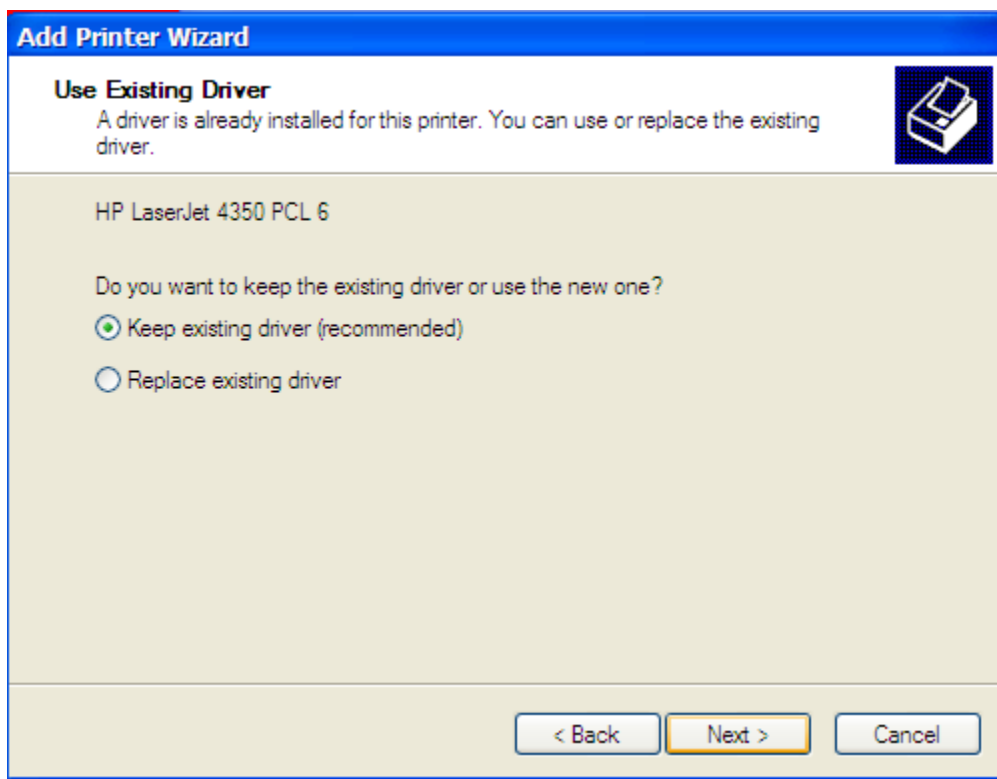
9. Click on the File that comes up in the window and then click on Open.



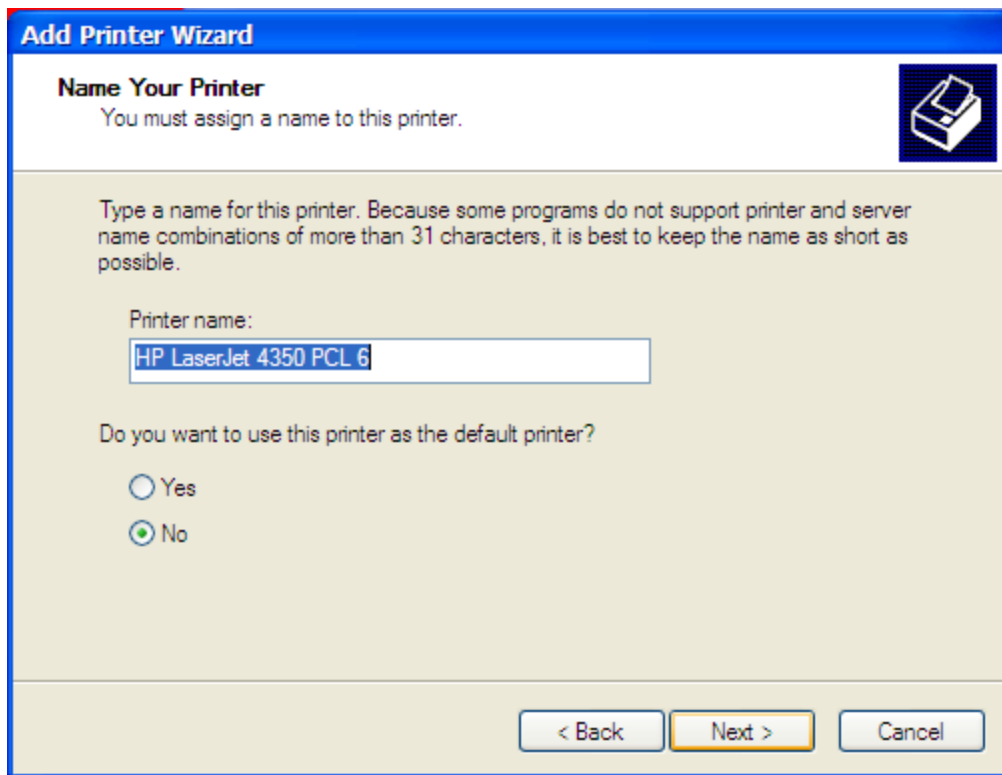
10. Click Ok. The File path should look like this: 



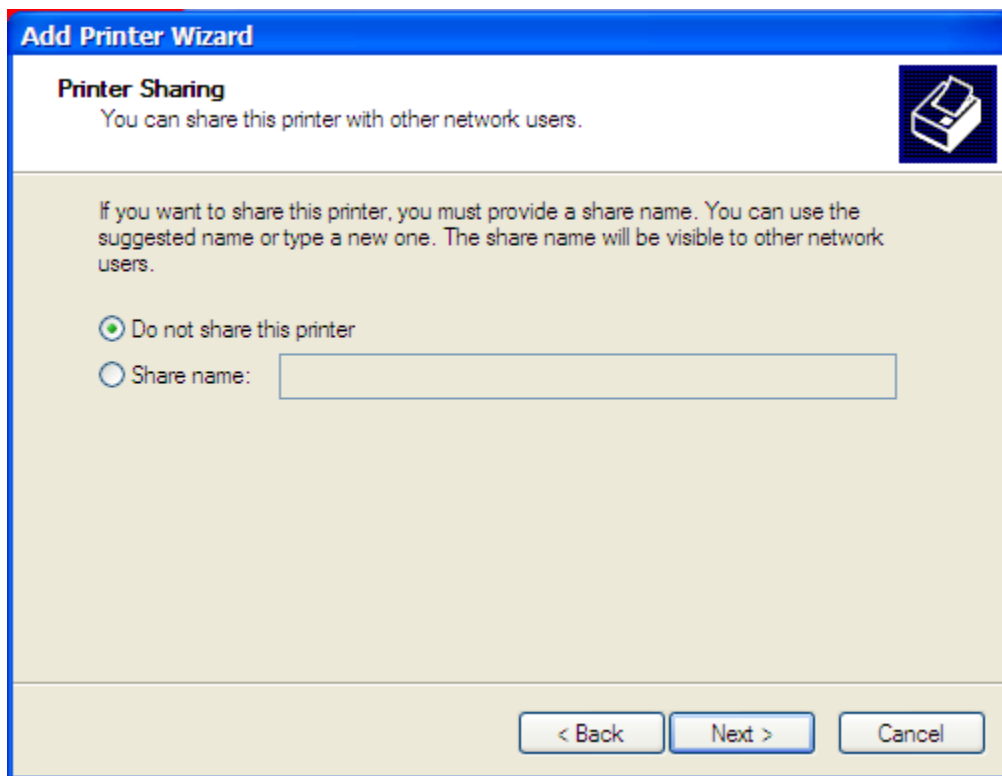
11. You may see a dialog box that looks like the one above. If you do choose the appropriate printer that you are using. Click Next.



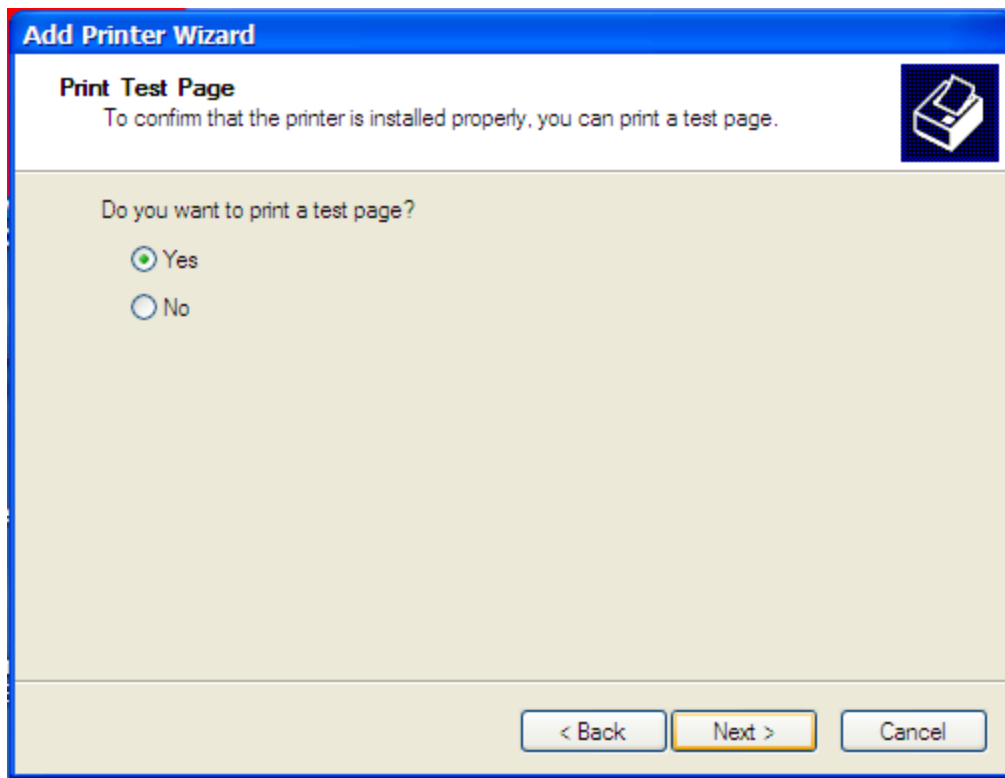
12. Leave all options as the default and click Next.



13. Leave all options as the default unless this is going to be your default printer. If you want this printer to be your default, click on the *Yes radial button*. Click Next.



14. Click Next.



15. If you want to make sure that you have connected to the network printer correctly, leave the Radial button marked for Yes, then click Next.
16. Click Finish on the last screen.

You have now successfully connected a network printer to your computer.