

Steps for adding a Network Printer

1. Go to Start > Settings > click on Printers and Fax.

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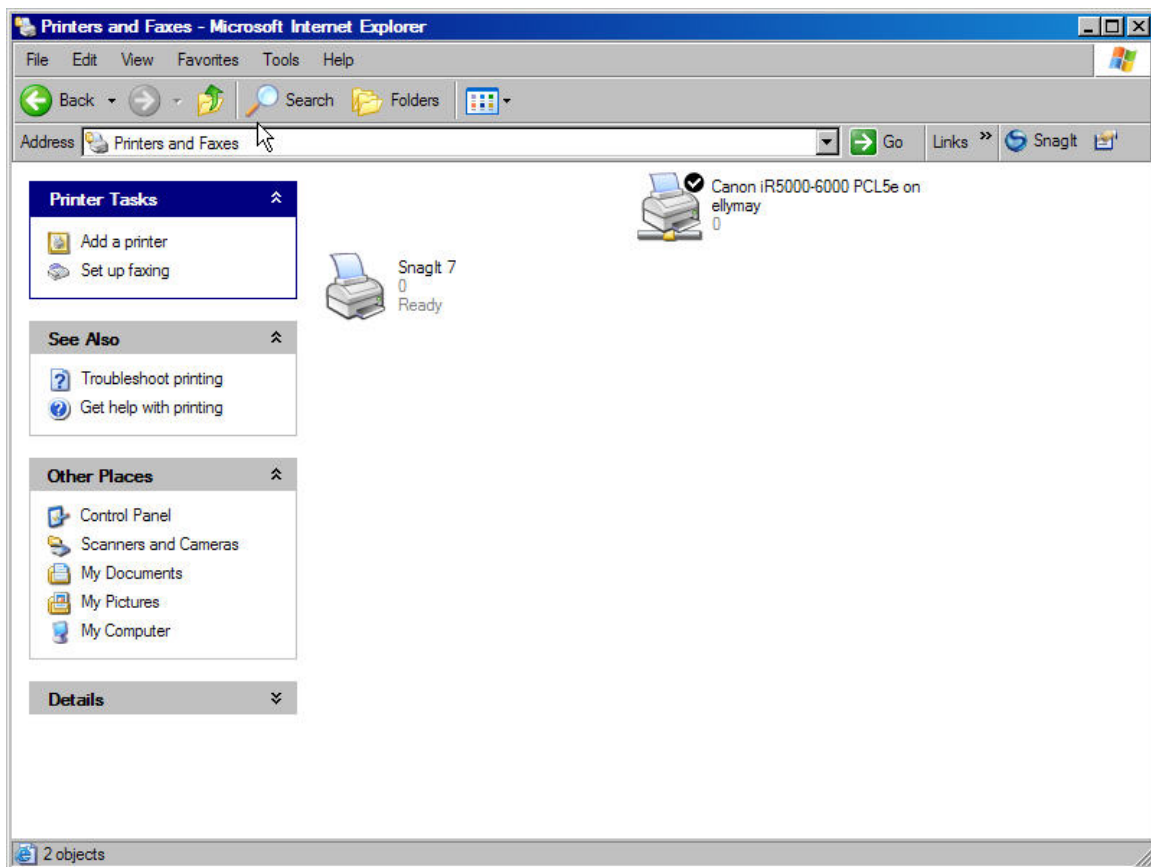
2. Verify that the printer you are trying to add is not already listed. The way printer names are formatted is:

Department Abbreviation_Brand_Model.

For an Ed Tech HP Color LaserJet 4650, the name would be ET_HPCLJ_4650.

The only department that deviates from this is Adult and Safety Ed.

The name here would be: AS4650.



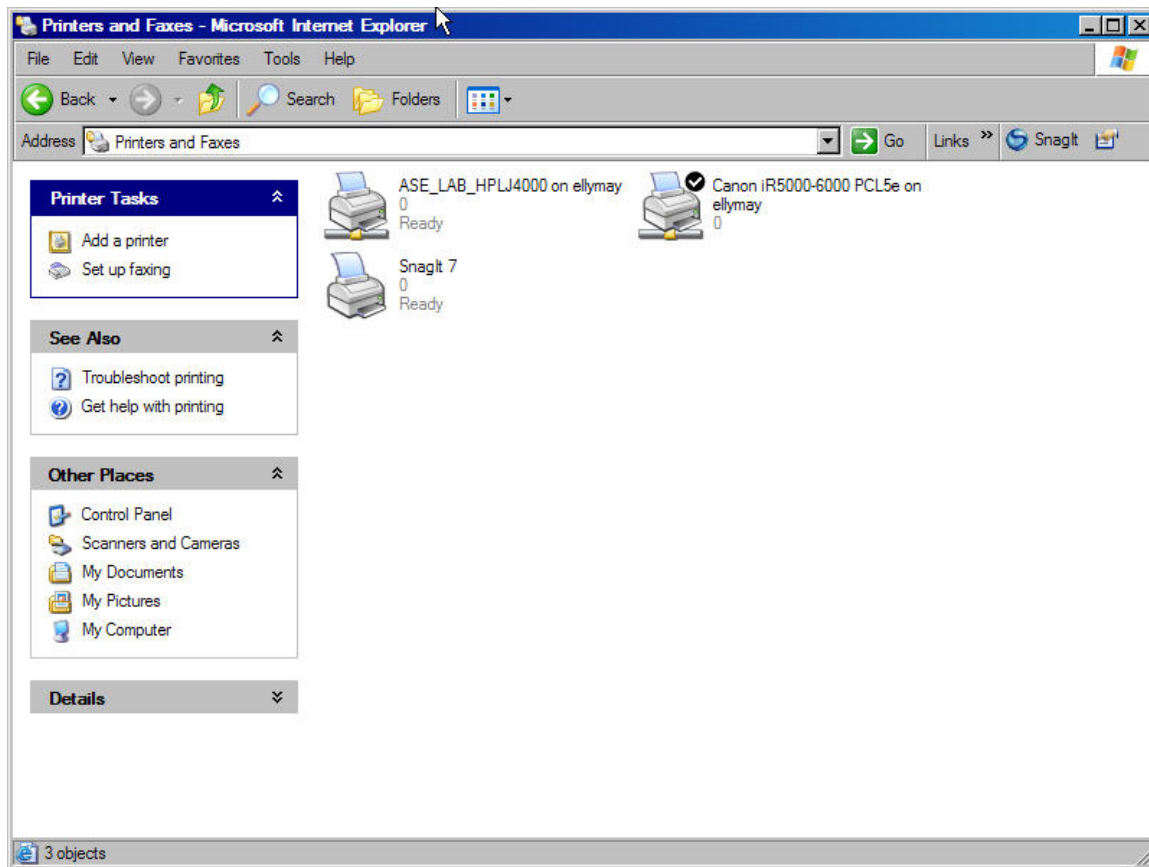
3. Next open up Internet Explorer and type in [\\ellymay](http://ellymay), this will bring up the server where the printers are located.

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4. Find the printer that you want to connect to, right click on the icon and select "Connect". This will bring up a box that says "Connecting to (printer name)" with a flashlight that swings back and forth. Once this box goes away the printer is installed on your computer.

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5. Once you are done connecting verify that the computer is shown in your Printers and Faxes.



6. You are ready to print.