

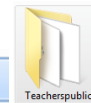
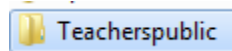
Add a Network Printer in Windows7

TEMPORARY WORKAROUND

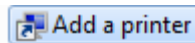
1. On your desktop, Double click the DEPARTMENT SHARES icon



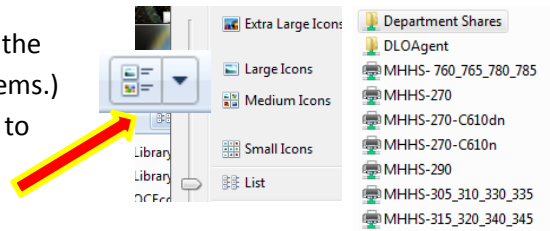
2. Double click the TEACHERSPUBLIC folder



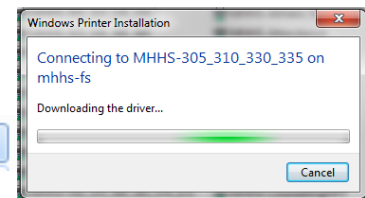
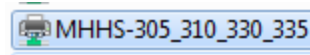
3. Double click ADD A PRINTER



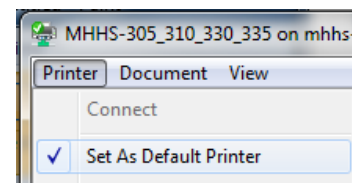
4. This will open a folder with Scans and Shares and all the MHHS-printers. (Please disregard all non-printers items.)
To make it easier to find your printer, you may want to view it by list rather than icon



5. Find your printer in the list and double click on the name of the printer. You will receive a connection notice, just wait until the process is complete.



6. The printer dialog box will open, click on PRINTER, then select SET AS DEFAULT printer. Close the printer window. The installation is complete. This preference will be stored, just as if you had installed the old way.



7. To verify that your installation was a success, click on the START button,



SELECT DEVICES AND PRINTERS



and locate the name of the printer you installed.

