HOW TO SET UP A NETWORK PRINTER

1. Open Internet Explorer
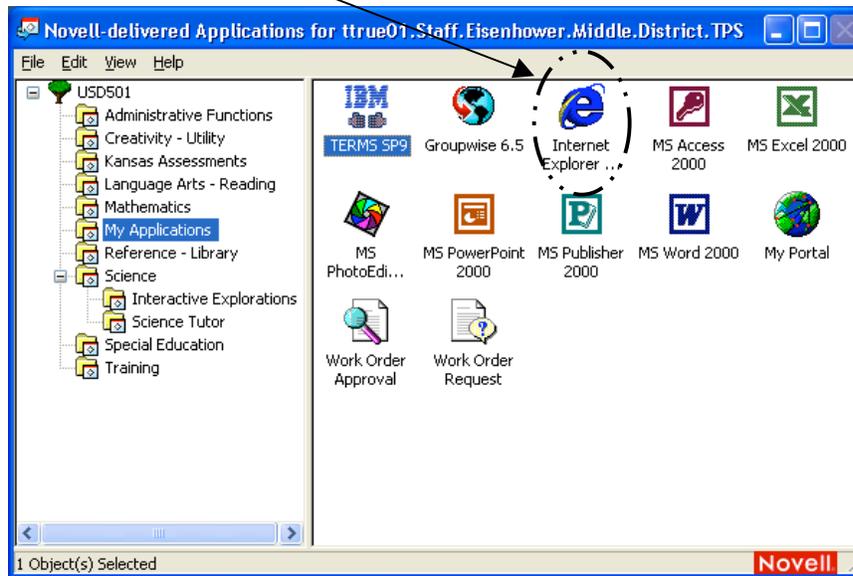
2. Go to the district homepage. It should be the homepage when you launch Internet Explorer. If not type in https://www.topeka.k12.ks.us in the address bar

3. In the address bar, delete what is in there (http://www.topeka.k12.ks.us) and type the word **printing**

4. After typing in **printing** press ENTER and your screen should look like this:
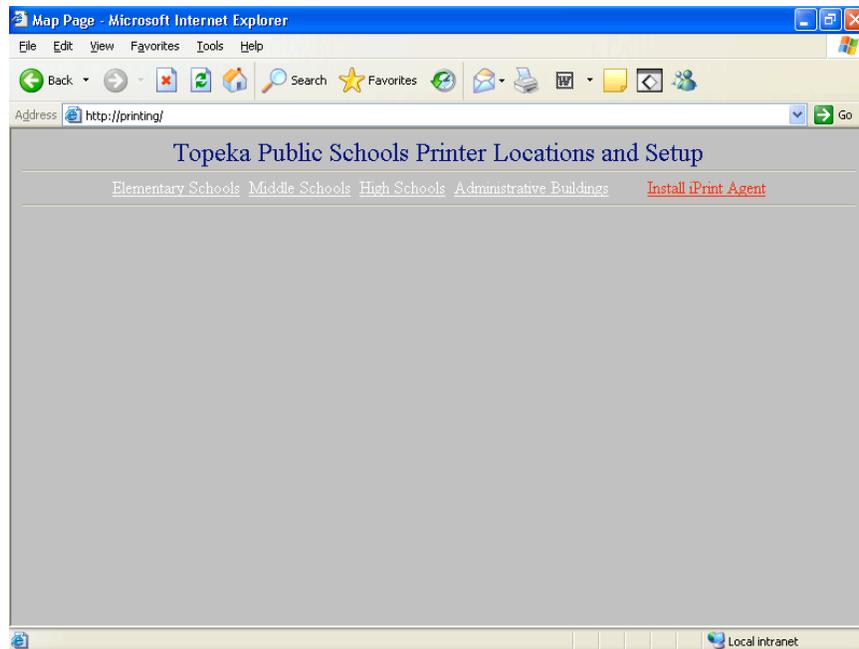
5. Click on Middle Schools:
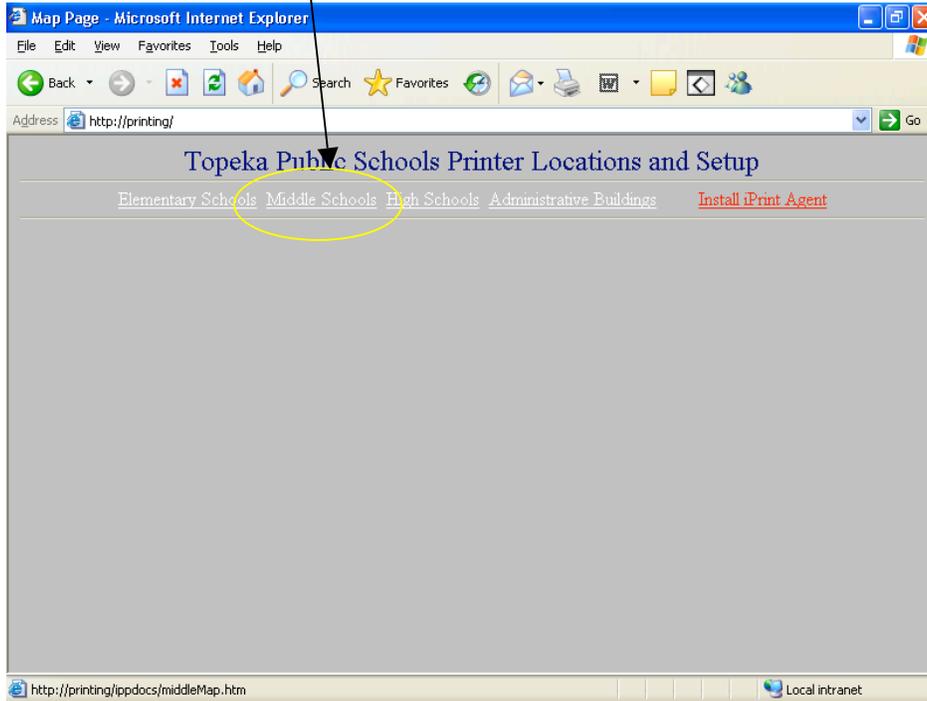
6. Find Eisenhower Middle School on the map and click on it:
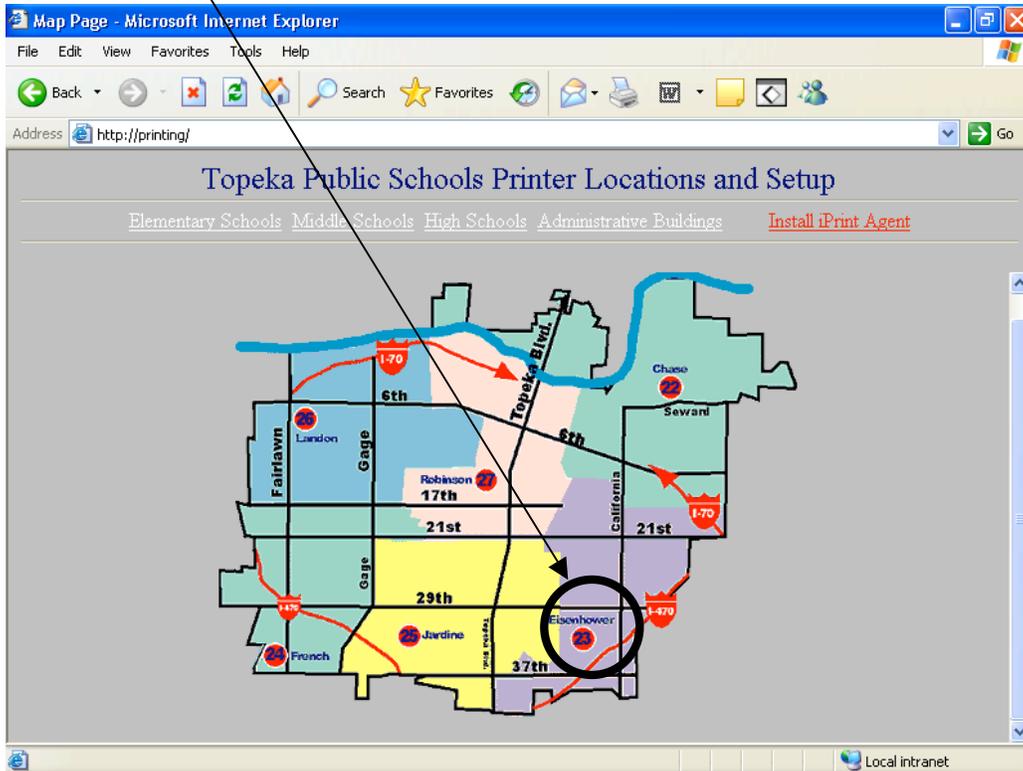
7. Find the printer you want to connect to and click on it:
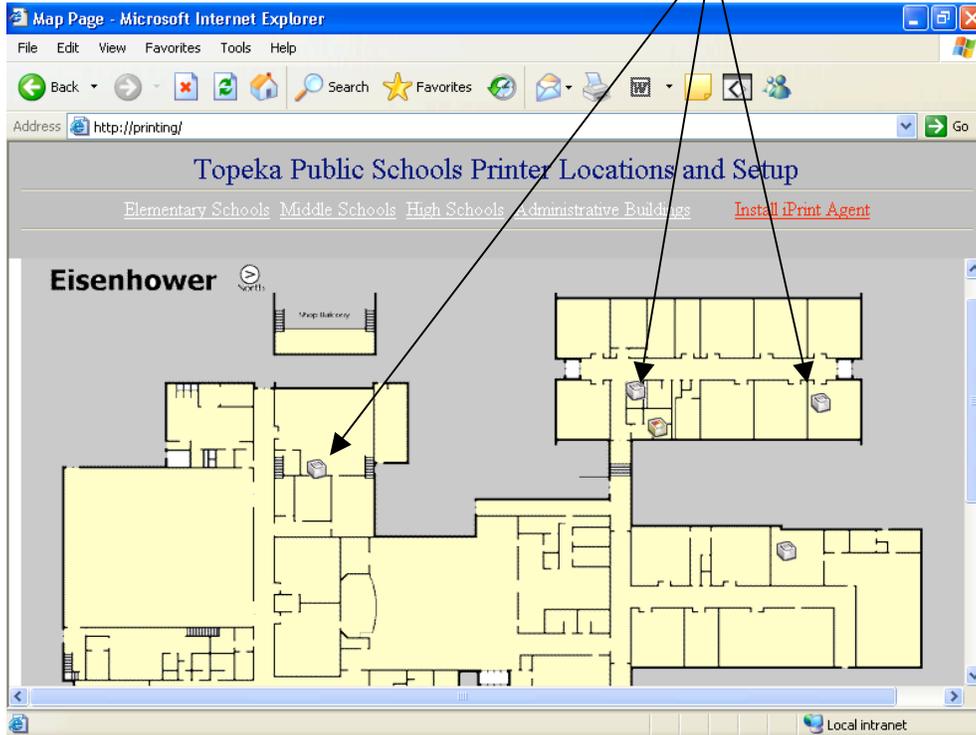
8. Click OK when this window comes up. The printer you chose will install automatically.

9. When you get this window, the printer you chose is installed successfully and you are finished!!