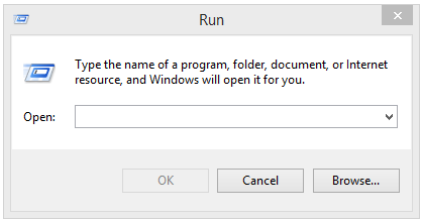
Installing a Network Printer in Windows 10 & 8

This is a step by step guide for installing a printer off the NWRESD network for employees working at an ESD Service Center or one of the ESD program sites. If at any point you need help please contact the helpdesk at 1400 or helpdesk@nwresd.k12.or.us

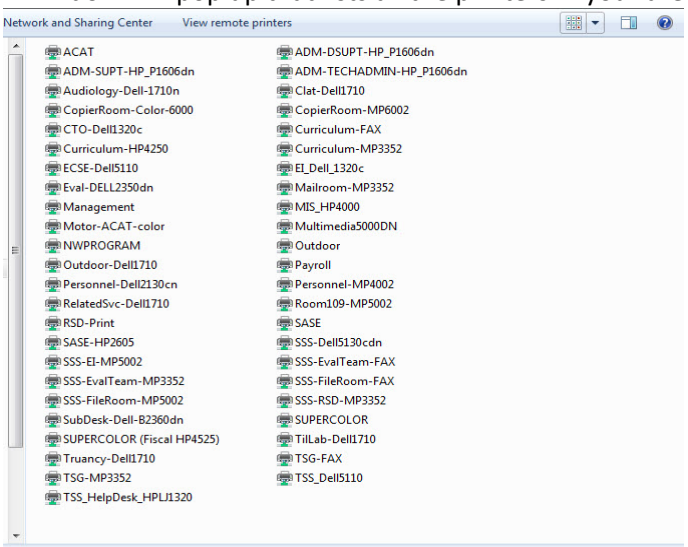
1. Right Click the Windows Tile and choose run



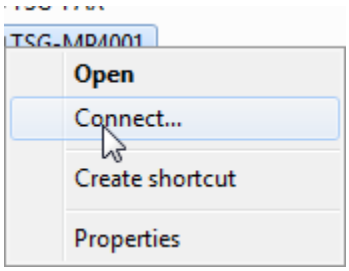
2. The next step depends on what site you work at. Type one of the following in the search box and press enter. Doing so will take you to the next step. ***Note: Step 4 will reflect a printer installed from WSC***

   a. Washington SC - \\wscprint
   b. BEC - \\bec-dc-01
   c. TEC - \\tec-dc-01
   d. Tillamook SC - \\til-dc-01
   e. Clatsop SC - \\clat-dc-01
   f. Columbia SC - \\col-dc-01
   g. Levi Anderson - \\la-dc-01
   h. CasPac - \\caspac-dc-01
   i. HEC - \\hec-dc-01
   j. ADTP- \\tv-dc-01

3. A window will pop up that lists all the printers in your area.

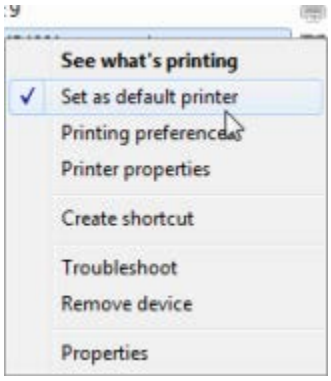


4. Right click on the printer you wish to install and choose “connect” from list.

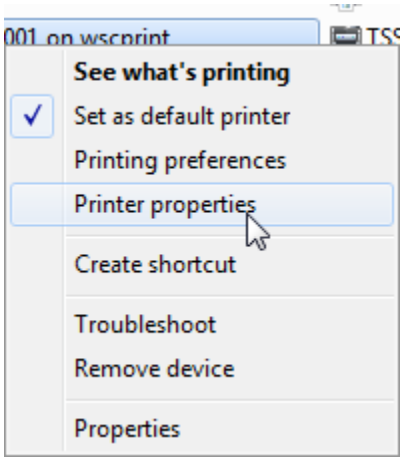


5. To check that printer was installed open the “printers” folder from the Control Panel for XP users or Devices and Printers for Windows 7 users. The installed printer should appear there. If it does not repeat the steps above.

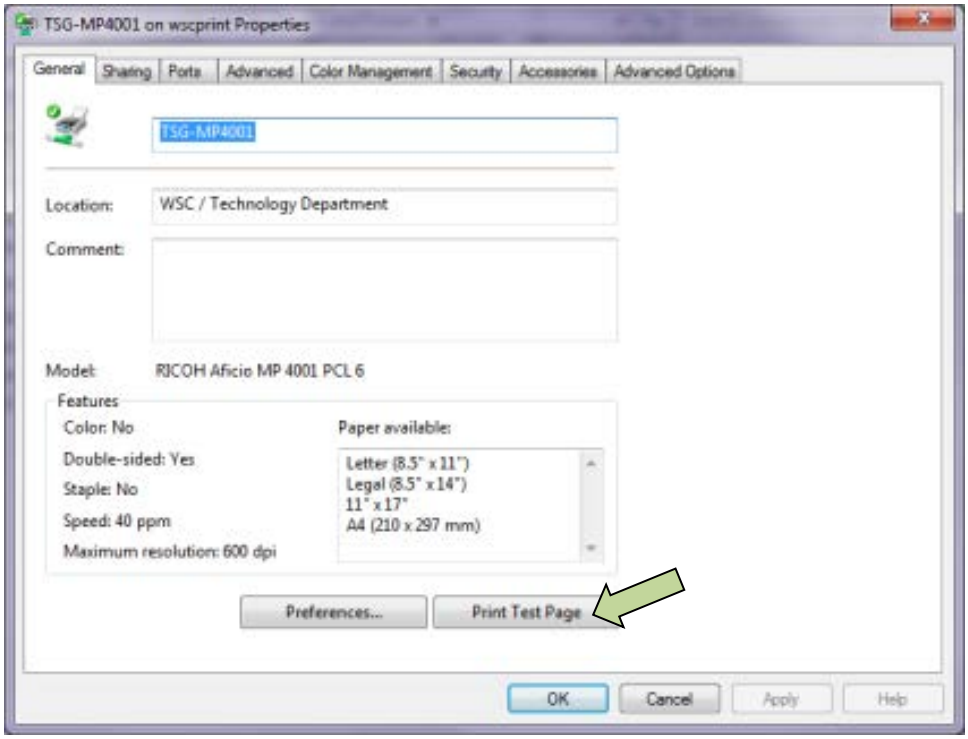
6. To set the newly installed printer as the default printer right click on the printer and choose “set as default printer” out of popup menu.



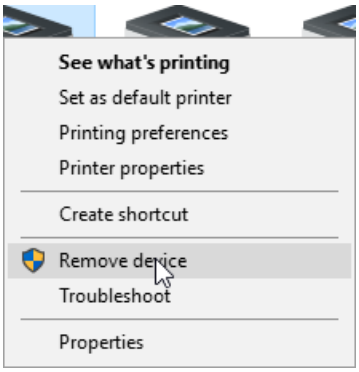
7. To print a test page choose “Printer Properties”



Then choose “print test page”



Test page will print to newly installed computer.

Removing old printer

In Devices and Printers Right click on printer you wish to uninstall and choose Remove Device