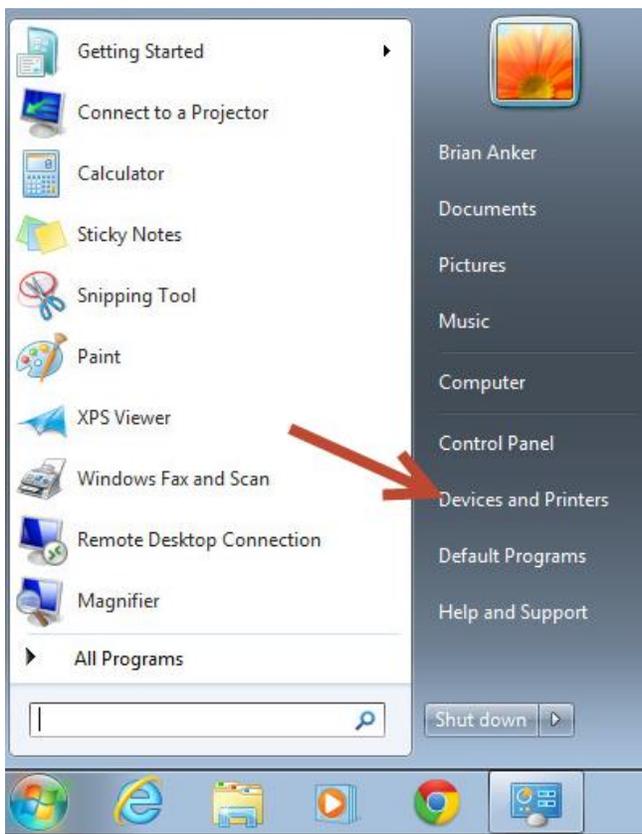


## Installing a printer on your desktop

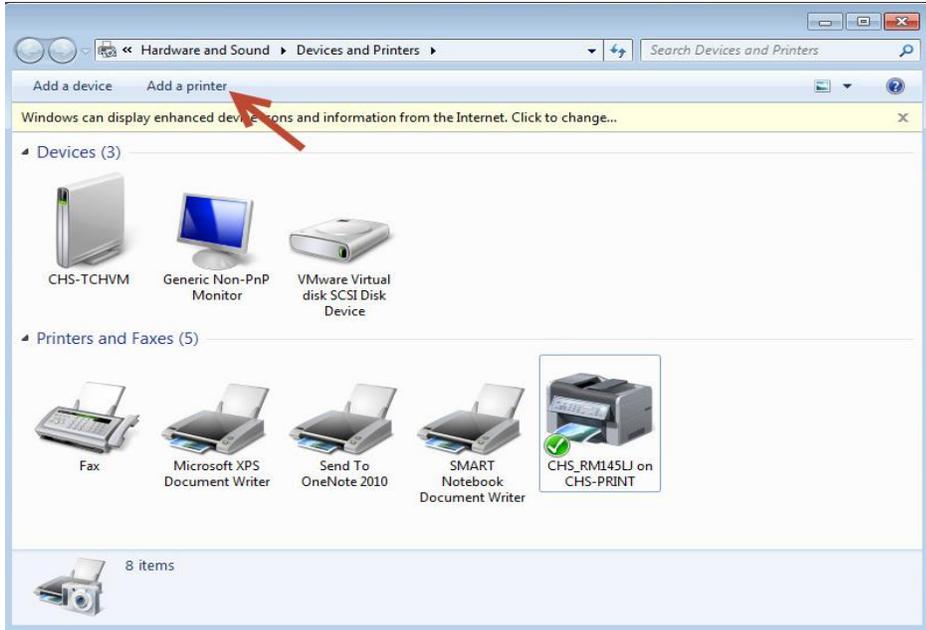
1. Click the start menu located at the bottom left of the screen.



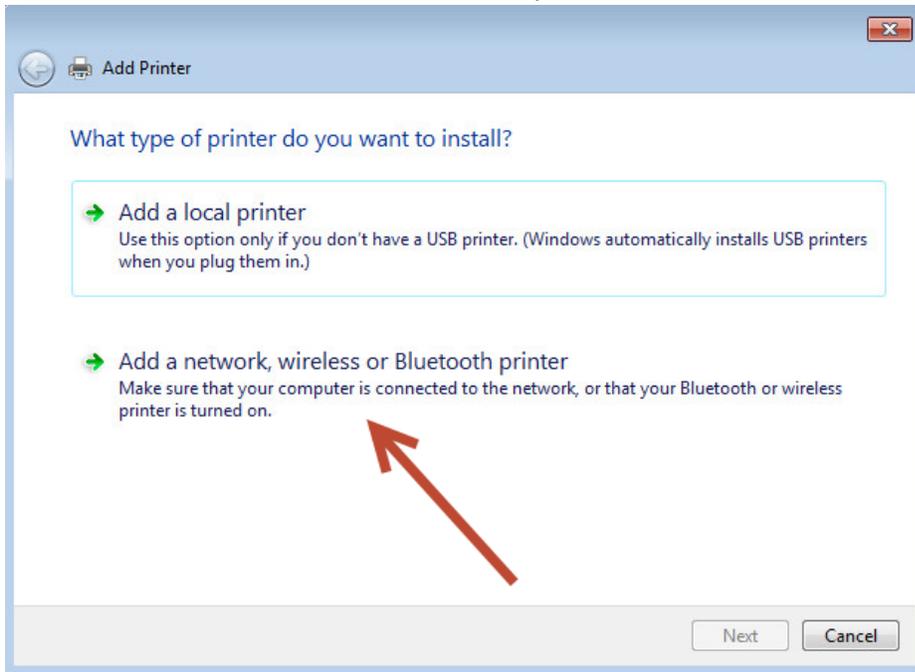
2. Click on “Devices and Printers” located in the start menu.



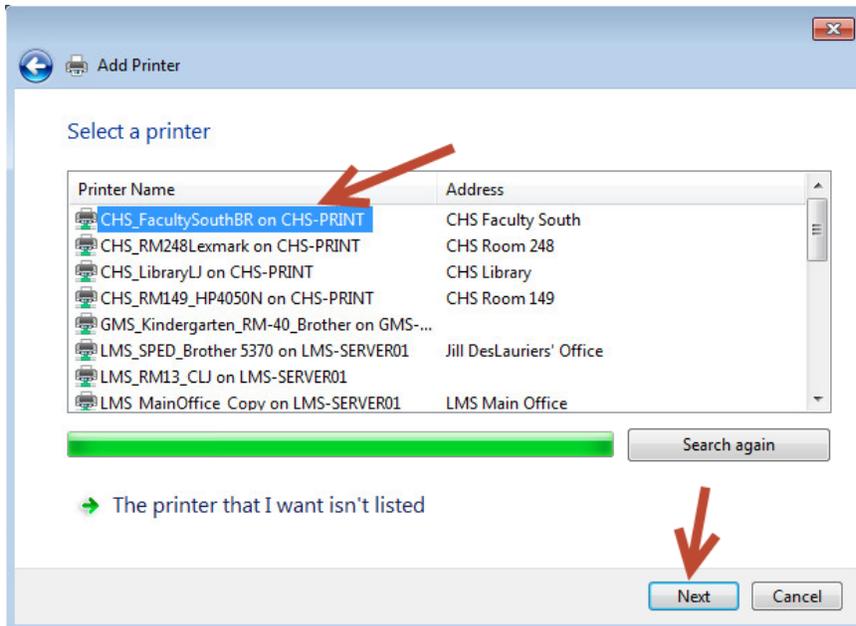
3. Click on the icon "Add a printer".



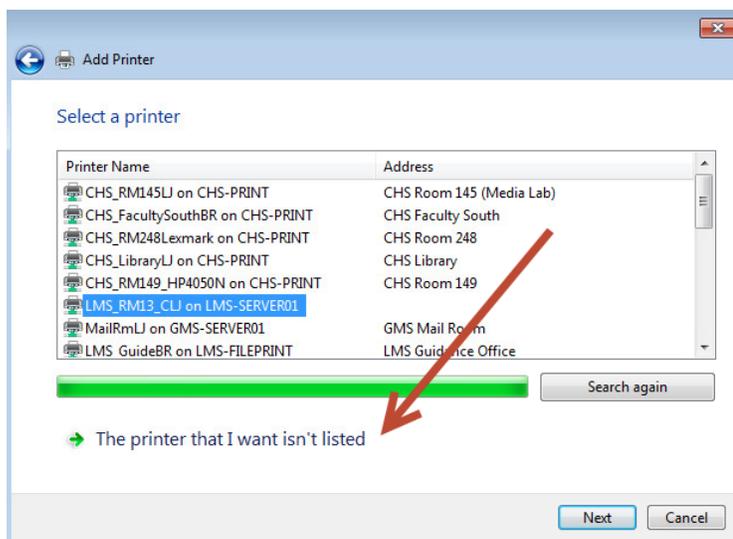
4. Click "Add a network, wireless, or Bluetooth printer".



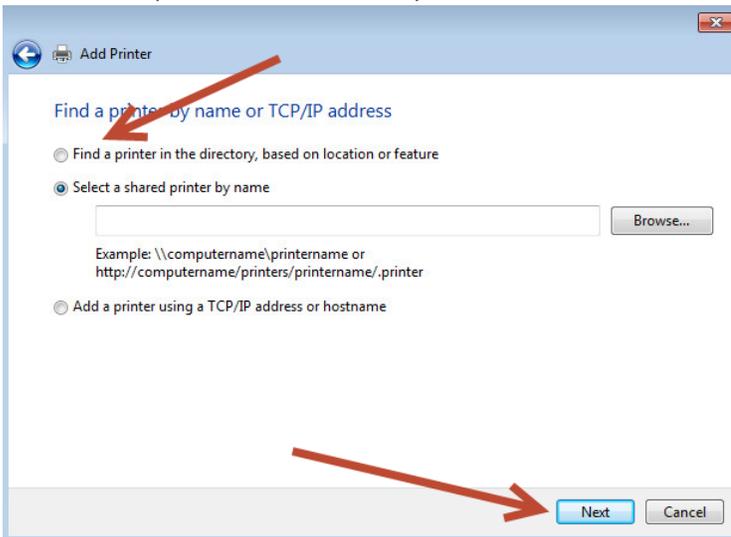
5. Choose the desired printer from the list and click “next”. Printers will be prefixed by the school name (GMS, LMS, CHS).



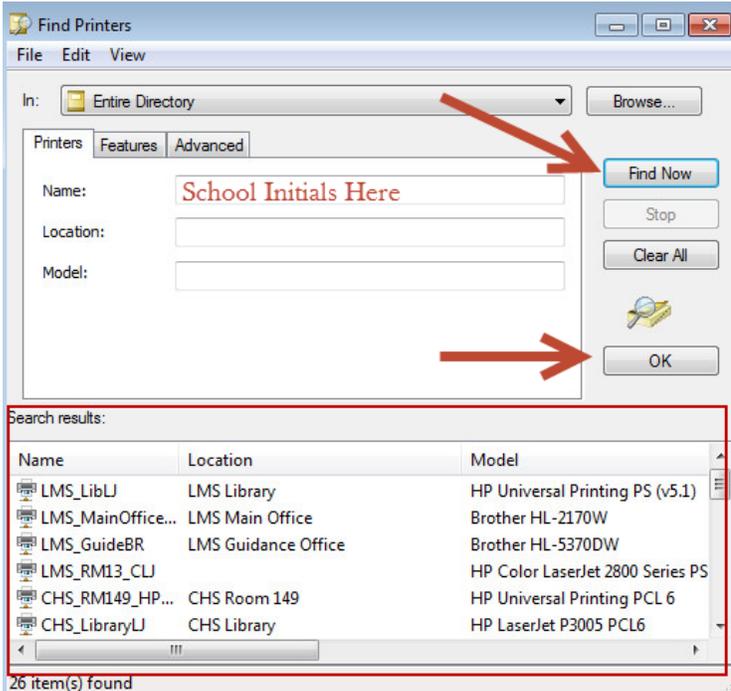
- a. If the printer you're looking for is not in the list click “The printer that I want isn't listed”.



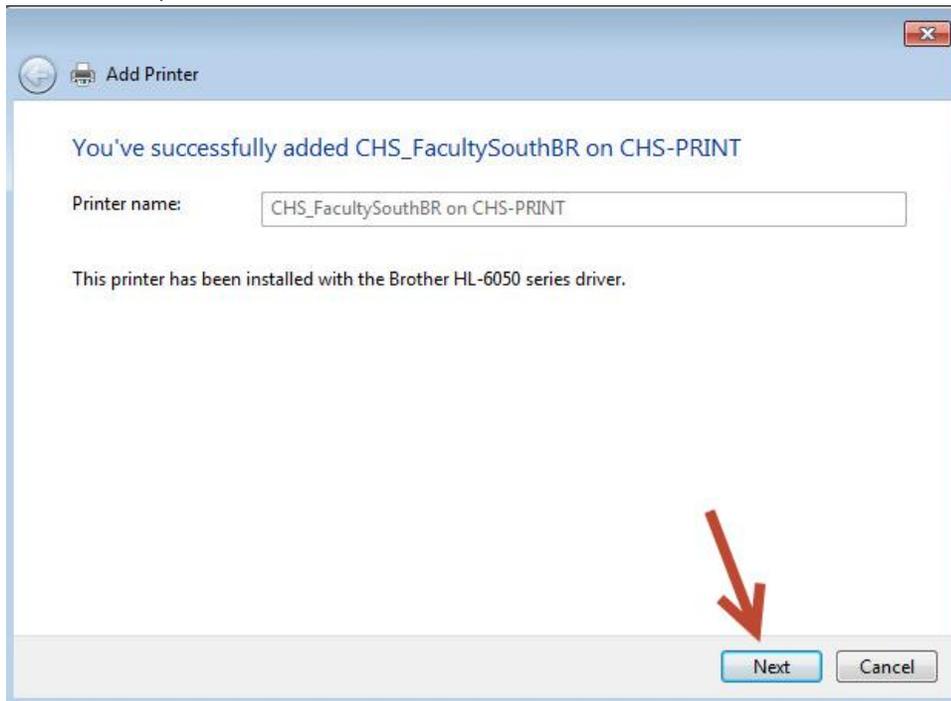
- b. Click “Find a printer in the directory, based on location or feature”, then click “Next”



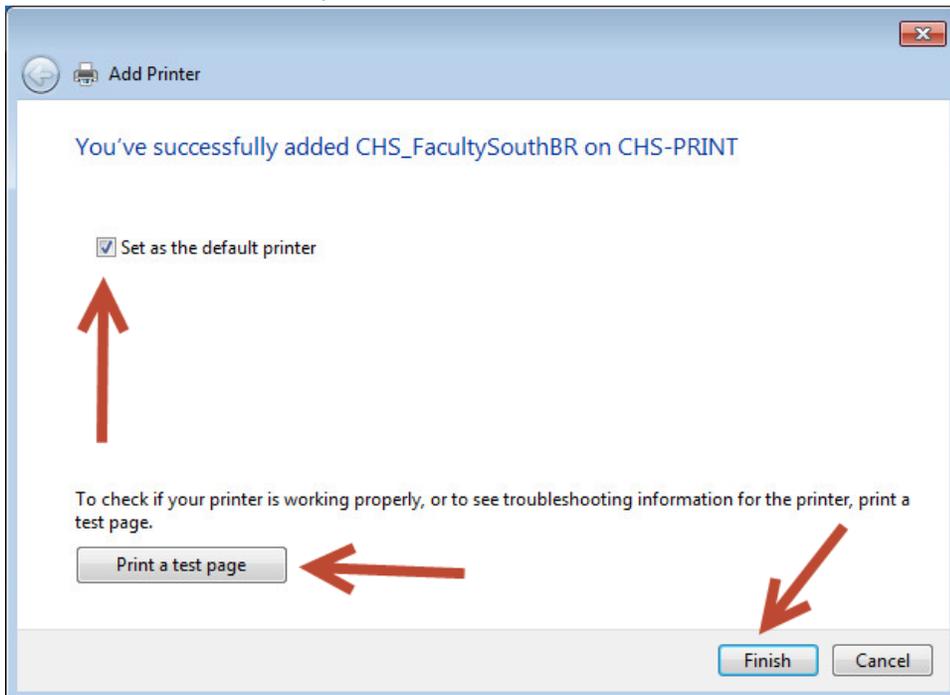
- c. Enter either GMS LMS or CHS in the “Name” box and click “Find Now”. Select the printer you would like to add from the search results and click “OK”.



6. Click next to proceed.



7. On the next page do the following:
  - a. Click "Print a test page" to make sure the printer is installed correctly.
  - b. Click the box next to "Set as the default printer" if you would like this to be your default printer.
  - c. Click Finish to complete the installation.



8. The newly installed printer should now appear in "Devices and Printers". The green check mark next to the printer indicates this is now the default printer (if you selected that option).

