# Network Printer Installation Instructions

There are multiple ways to add a network printer on any of the Windows PC's within the McFarland School District. In this document we will provide a step-by-step process of the various ways to look for and add a network printer.

Chapter 1: Opening up the list of District Networked Printers.

Option A. On most computers in the district, there should already be an icon on your desktop labeled "printers", that looks like the icon below:
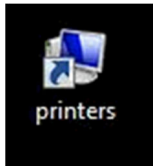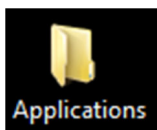

If you have this icon on your desktop, double-click it and Proceed to **Chapter 2.**
If you do not have this icon on your desktop, see other options directly below.

Option B. Look for an icon on your desktop that is labeled "msd-hs", like the picture below:
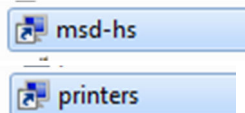

If you have this icon on your desktop, double-click it and proceed to **Chapter 2.**
If you do not have this icon on your desktop, see other options directly below.

Option C. All Windows computers in the district have an Applications folder on the desktop. Double-click this:

There will be a list of several programs in here, in Alphabetical order. Look for either an "msd-hs" icon, or a "printers" icon (pictures below).


If you now see either of these icons, double-click either one and proceed to **Chapter 2.**
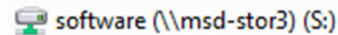If you do not have these icons here, see other options directly below.

Option D. Close out of any windows that you have open so that you are back at your Desktop. There will always be a "Computer" icon on your desktop. Locate this icon and double-click it:

In the window that comes up, look for the "S:" network drive letter, it will look like one of these pictures. Double-click on it.
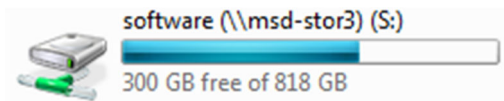
OR

There are MANY folders, files, and shortcuts, in this location. Folders and Files will be in alphabetical order. Scroll down to near the bottom of this folder until you find the "printers" icon, as circled in red below. Double-click this and proceed to **Chapter 2.**
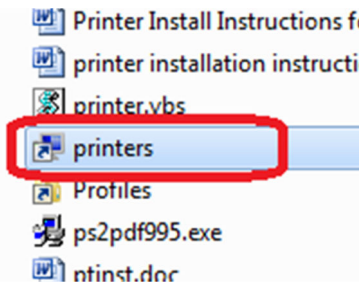
If you can't get this method to work or can't locate either the S: drive or "printers" shortcut within the S: drive, proceed to Option E.

Option E. Click on your Start Menu. Your cursor will then automatically be in the field titled "Search programs and files".
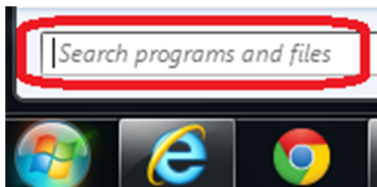
So go ahead and type this in: \\msd-hs   Please be aware that this key (\), the "back-slash" key, is different from the "forward-slash" (/) key. Typing it in this way: //msd-hs, WILL NOT work.   It needs to look like this: \\msd-hs   The Back-slash key is directly underneath your Backspace key on most keyboards.   Hit enter once you've typed in \\msd-hs in that field.

If you now see a list of printers, proceed to **Chapter 2.**

If none of the above five options were able to bring up a list of network printers, please submit an email within FirstClass to "Computer Request" and explain that you are having issues adding a printer.

**Chapter 2: Viewing all network printers and adding the one(s) you need**

At this point you will have a list of printers in your current window. To locate the printer you want more easily, select the View menu, and choose "List". As in the picture below:
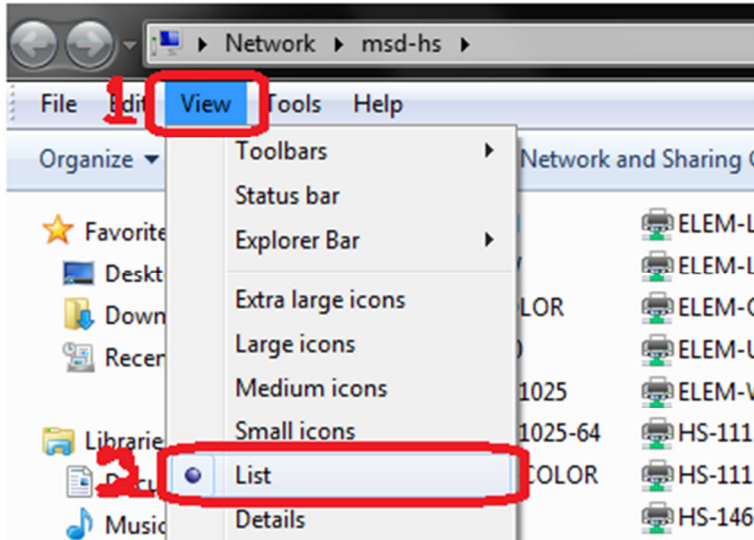
Next, merely locate the name of the printer you want to add, and, Double-Click it.

If it asks you a question with a button that says "Install Driver", just click on the "Install Driver" button.

The current Print Queue of the printer that you just double-clicked, will then be brought up. If you would like to set this printer as your Default Printer, you can do this from this Print Queue window. Merely click on the "Printer" menu and then click on "Set As Default Printer". As in the picture below:
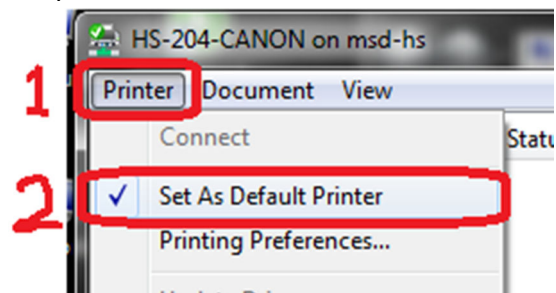
Chapter 3: Viewing what printers you have in your list, and, if necessary, setting a different Default Printer, or, Removing a printer.

Click on your Start Menu, and then click on the Devices and Printers section, (picture below).
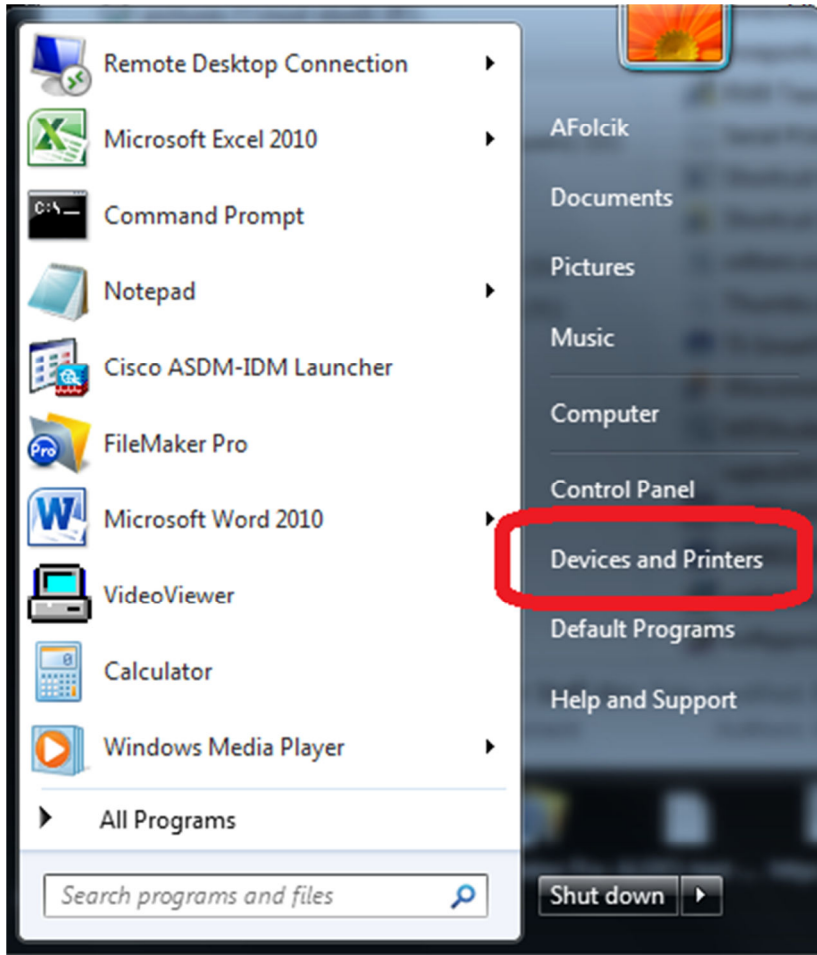

This will show you what network printers (if any) you currently have as available printers. Usually in this screen the "Medium Icons" view is about right. To set the view to Medium (or another option) click on the View menu and then choose Medium Icons (or whichever one you prefer).
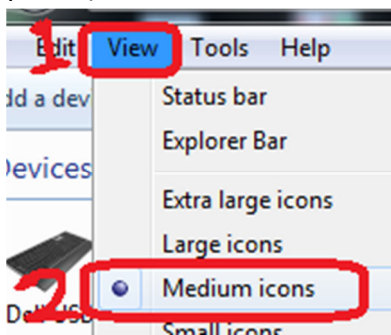
To know which one is currently your Default Printer, in the picture below, for example, the one with the green check box on it (as circled below), is currently the Default Printer.
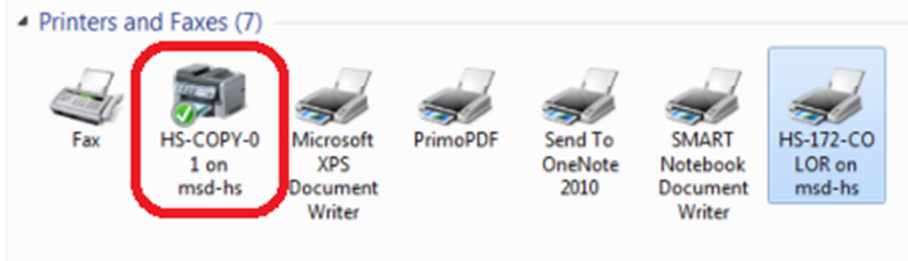
In this situation, let's say you wanted to change your Default Printer to the one on the far right, the one labeled HS-172-COLOR, you would Right-Click on it, and choose "Set As Default Printer" in the sub-menu that comes up. (as in picture below).
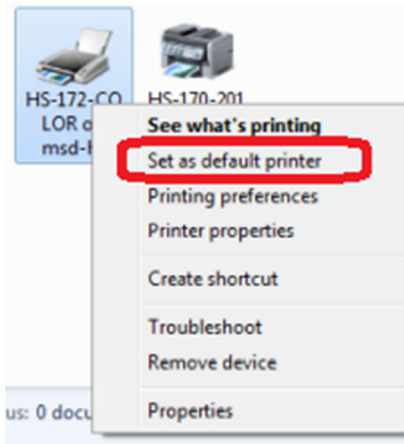
To make sure that these printers you've added all remain in your user account profile, so you don't have to do all of this again the next day, please be sure to Log Off of your computer when you're finished working on it. Use "Log Off" if you need to use it again later or if this is a lab computer and other students may need to use it later. This is accomplished by click the Start menu, then, the Arrow next to Shut down, then, Log Off (as in picture below). Use "Shut down" if on a laptop or if the PC you are on is not needed for the rest of the day.