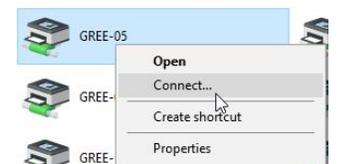
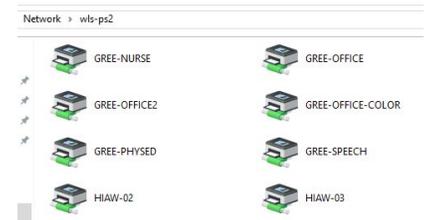
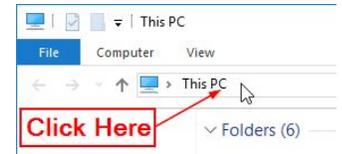


Adding / Removing Printers – 2020/08/07

Add a Printer

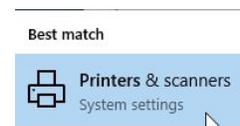


1. Double click on the “File Explorer” desktop icon
2. Near the top left corner click in the address bar
3. Type the address for your building in the address bar (list below)
 - a. Whitmer, Whitmer Annex, and Whitmer CTC
- \\wls-ps1a
 - b. Greenwood, Hiawatha, Jackman, Maintenance/Transportation, Wernert, and Shoreland
- \\wls-ps2a
 - c. McGregor, Meadowvale, and Monac
- \\wls-ps3a
 - d. Administration, Jefferson, Washington
- \\wls-ps4a
4. You will now see a list of available printers
5. Right click on a printer you wish to use
6. Click on ‘Connect’
7. After a few seconds a box will appear and disappear. You can now use that printer.



Remove a Printer

1. Click on the magnifying lens / search icon near the bottom left corner and type the word “printers”
2. Click on “Printers and Scanners” when it appears in the list
3. Click on the printer you wish to remove
4. Click on “Remove Device” – click on “yes” to confirm



Set a Default Printer

1. Click on the magnifying lens / search icon near the bottom left corner and type the word “printers”
2. Click on “Printers and Scanners” when it appears in the list
3. Scroll down until you see “Let Windows manage my default printer, click on the slider so it says “off”
4. Click on the printer you want as default – then click on Manage
5. Click on “Set as Default”



Manage your device

