

Tech Tips for Teachers How to Add a Printer



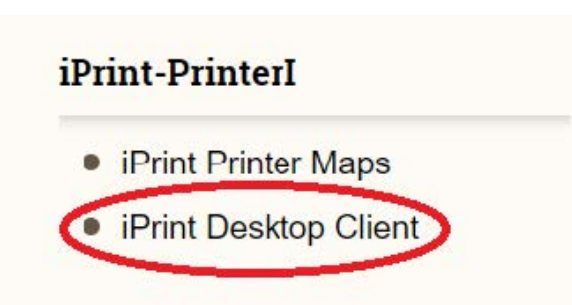
Instructions

When adding a printer in the Wasatch School District begin by pulling up the Wasatch County School District web site using the Google Browser. On the right hand side of the page you will see a list of site shortcuts. Click on the site titled: Teachers & Staff.



From here search the alphabetical listing for iPrint-Printer. Click on that.

Next you will see a link in the left of the page that says: I print desk top client. You must, click on this and install it to your desktop to begin with.



Once it is installed click on the printerl printer list that will appear in the center of the screen.

When the website connects you will see a long list of printers. Begin by clicking on the name of your school. Please choose the printer you will be using and double click on it. In a few minutes you will get a message that says your printer has been installed.

Now when you go to print a document you will be given the choice to choose a printer and printer you just added will be there. If there are several printers you will be using at your school go ahead and select them too.

Do you still need help?

Call the Help Desk (4444) or contact the
Tech or coach in the school.