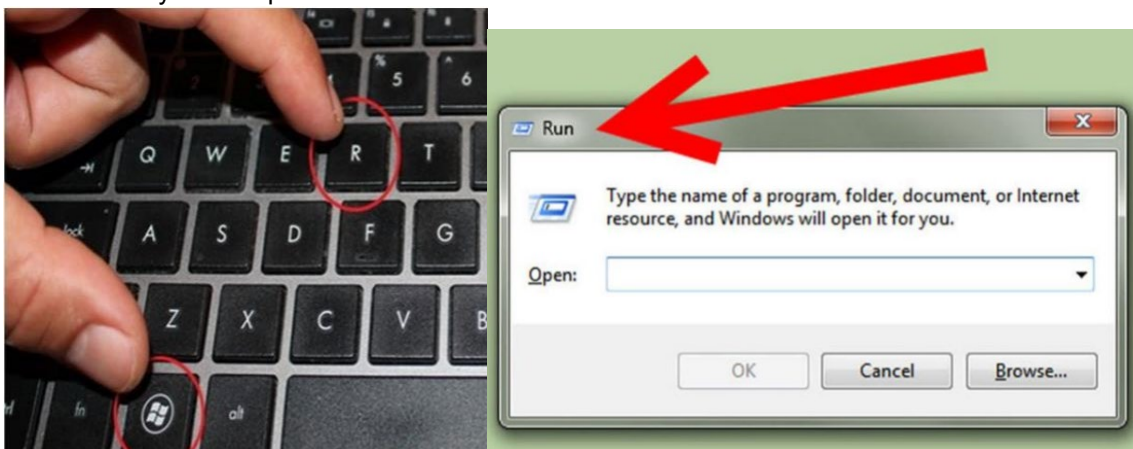


Installing a Printer

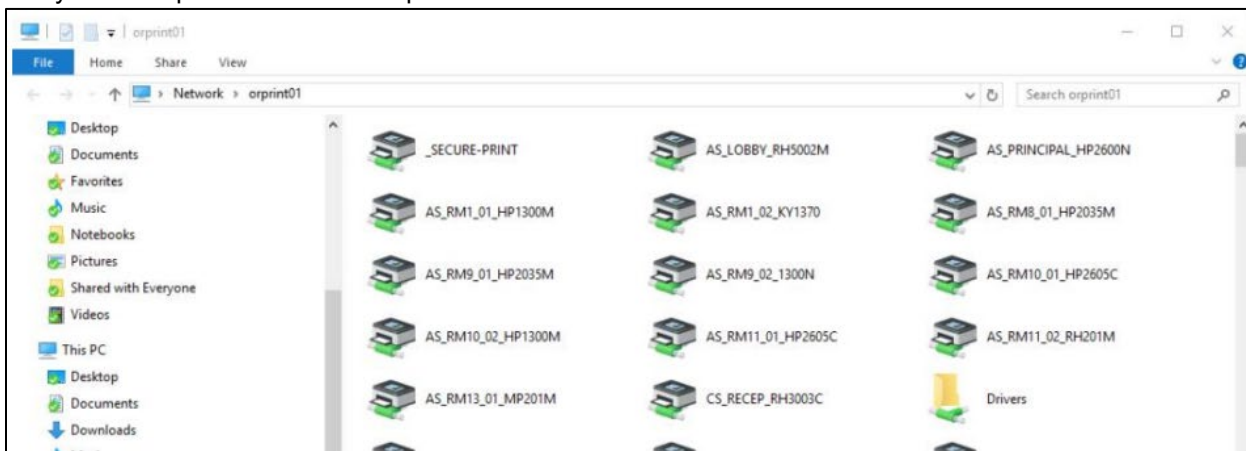
Windows

If the printer you would like to print from has not yet been installed on your computer, take the following steps to set up the printer for use:

1. Press both the Windows and the R key at the same time. This will open a Run box in the lower left corner of your computer.



2. In the Run box, type [\\orprint01](#), and press the Enter key. A new window will open that displays every network printer on the ORS print server.



Printers are designated by "School Building_Room" or "Room Number_Printer Model" followed by either a "C" for color or "M" for monochrome.

3. Select the printer you would like to install on your machine and double click. The print driver will begin downloading and installing, and a small window containing the Print Queue will open. This will show the progress of your print job.

Installing a Printer

Windows



Oak Ridge Schools
TECHNOLOGY DEPARTMENT

