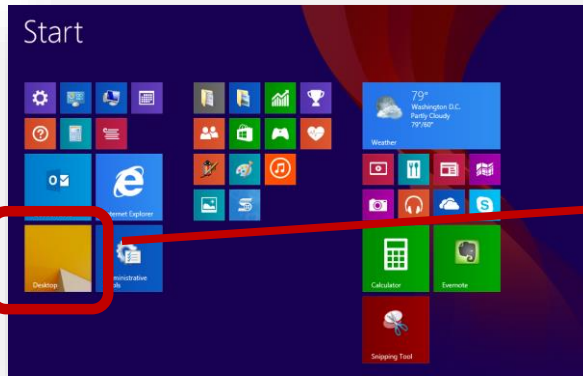




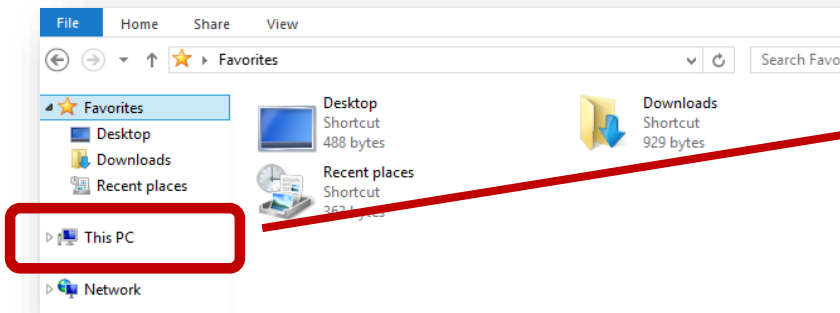
## How to Set Up a Printer Through CISD Print Server



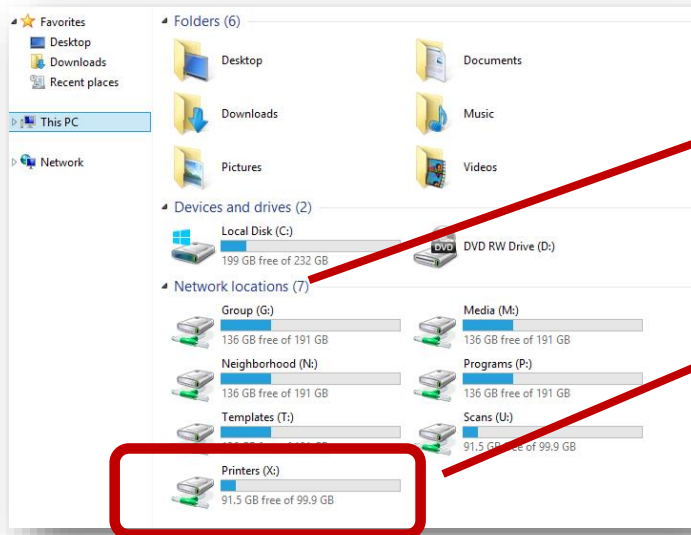
After logging onto your computer, click on the **Desktop** tile.



On the taskbar, located on the bottom of the screen, click on the **File Explorer Window** folder.

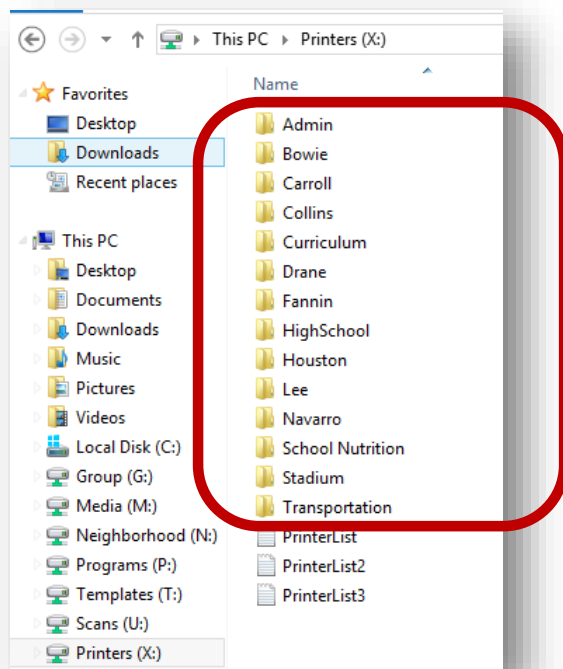


In the left hand column, click on **This PC**.

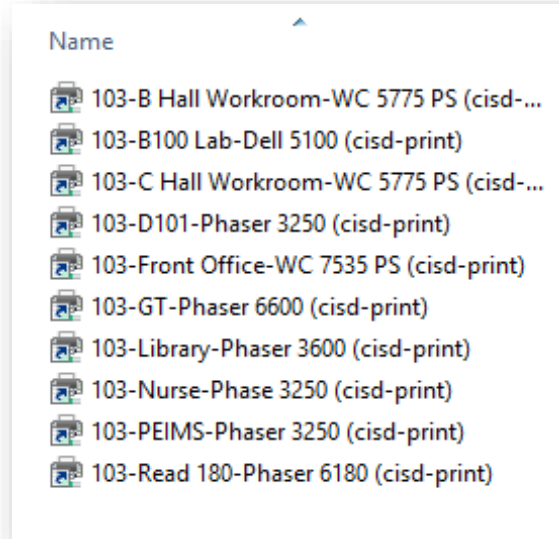


Under “**Network locations**” find **Printers (X:)**

Click to open the **Printers (X:) Drive.**



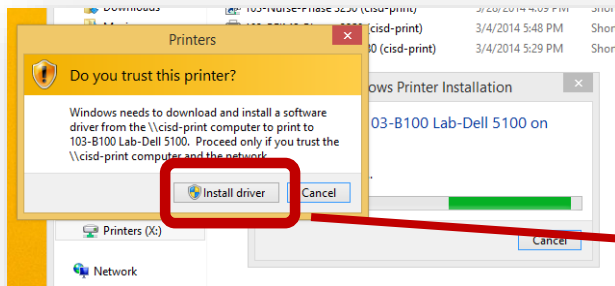
Locate & click on your **campus folder.**



Managed Network **Printers and Copiers** will be named by the campus TEA number and then the room # or name of the location.

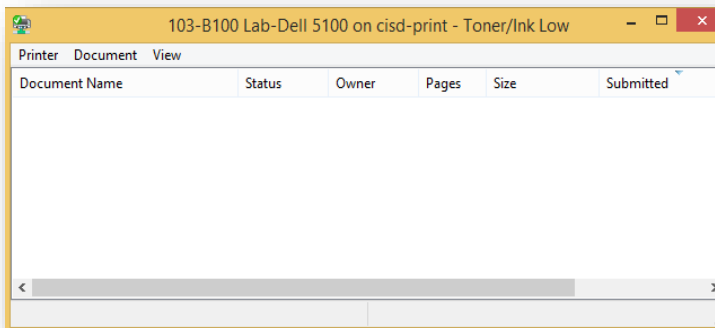
Most copiers will have a “WC” in its name for Work Center.

Double click on the printer of choice.



The printer drivers will begin to load.

If a windows pops open with “Do you trust this printer?” click **Install Now.**



Once the drivers have been loaded to your computer, a **Print Status Document Name** window will appear.

This will signify that the printer has been loaded.

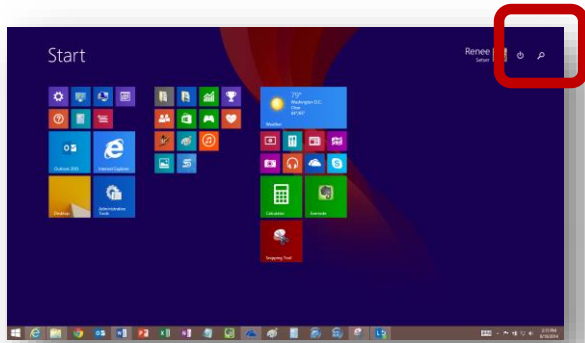


# Corsicana Independent School District

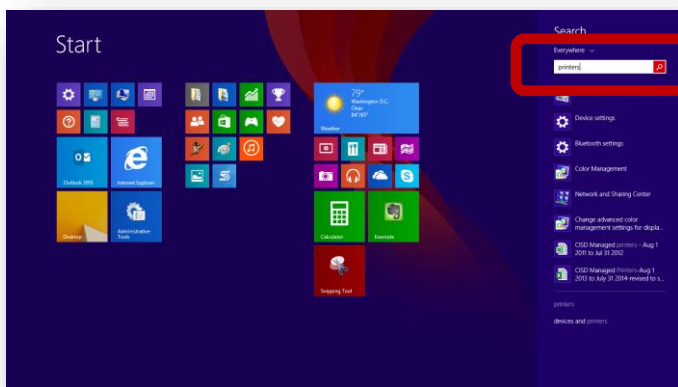
TECHNOLOGY ~ We Make IT Happen!



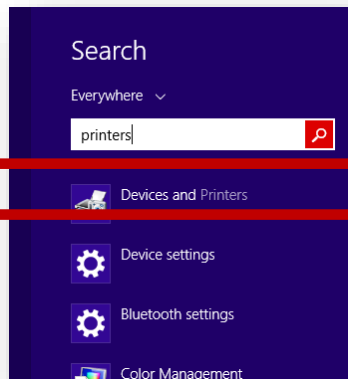
To identify printers already loaded on your computer, and to set the default printer, click on the **Windows icon** from the taskbar in the bottom of your screen.



In the top right corner, click on the **Search** magnifying glass.



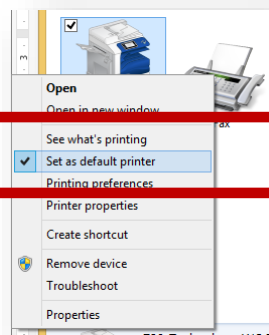
Type "**printers**" into the search field.



Select **Devices and Printers**.



Scroll down to **Printers**.



Right click on the printer and select **Set as default printer**.