# How to add a network printer

Server key for each school:
APHS, Transportation and DO = \\aphsprint\
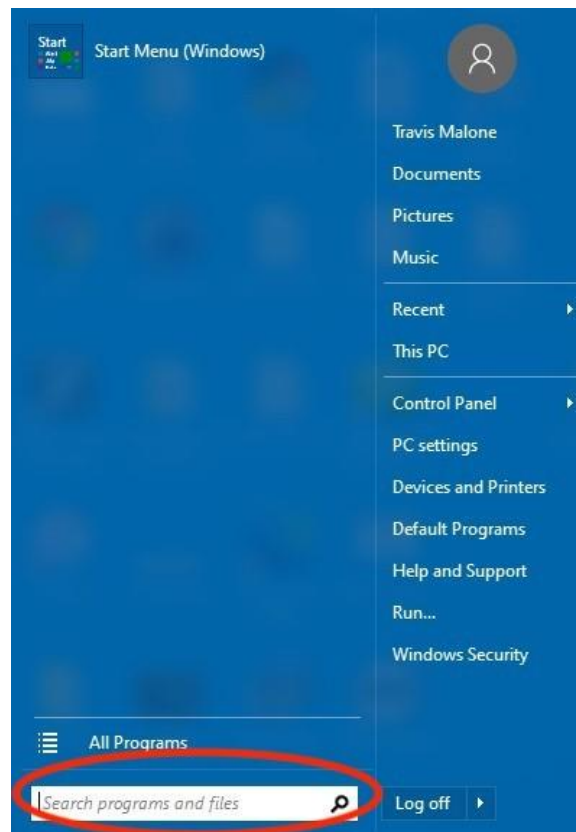AMS = \\amsprint\
MHSL = \\mhslprint\
PES = \\pesprint\
WSL = \\wslprint\

1. Click on the start menu and click inside the search box



2. Type in your school's print server as shown in the example below, replacing "mhslprint" with your school's print server as listed in the key

above. Notice the 2 backslashes before the print server name and the one after. This is the slash located just above the Backspace key on your keyboard. Click on the printer you want to install from the list and the printer should install.
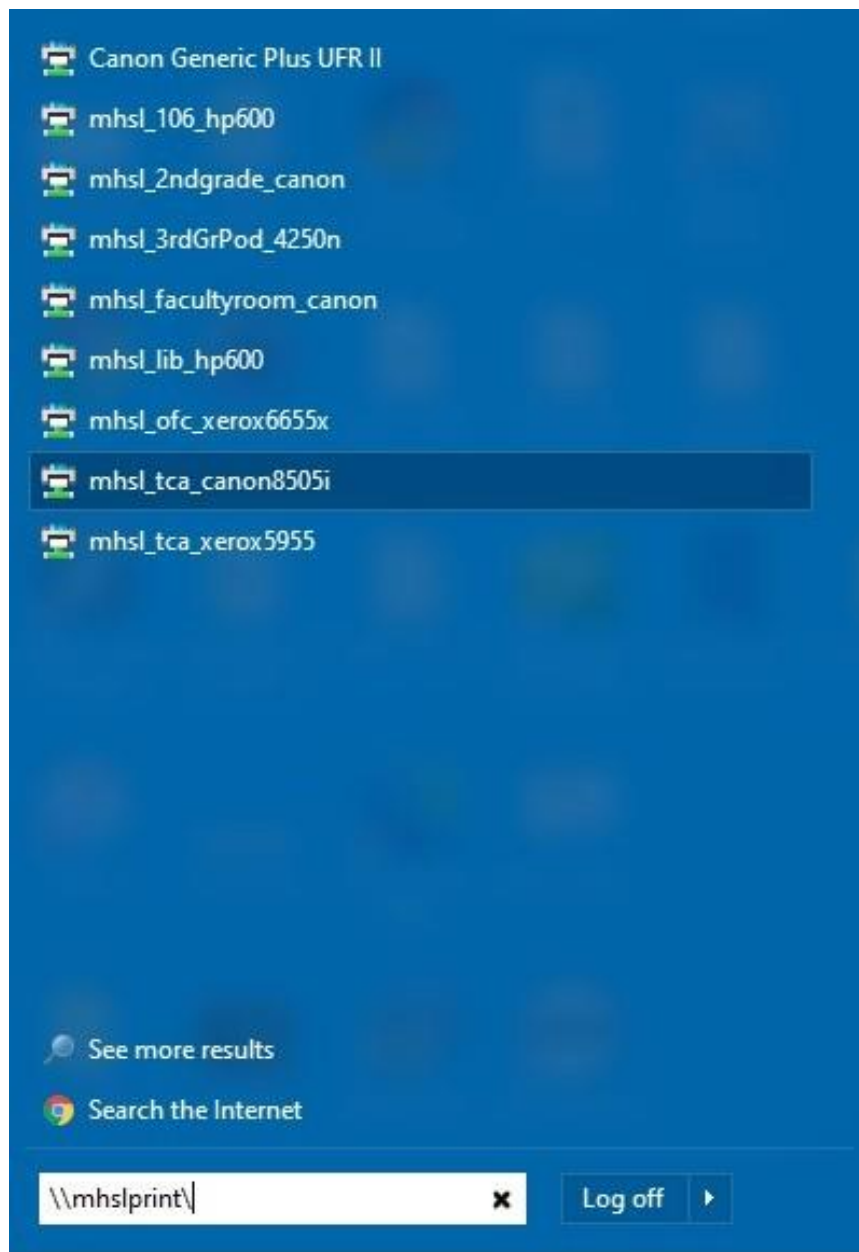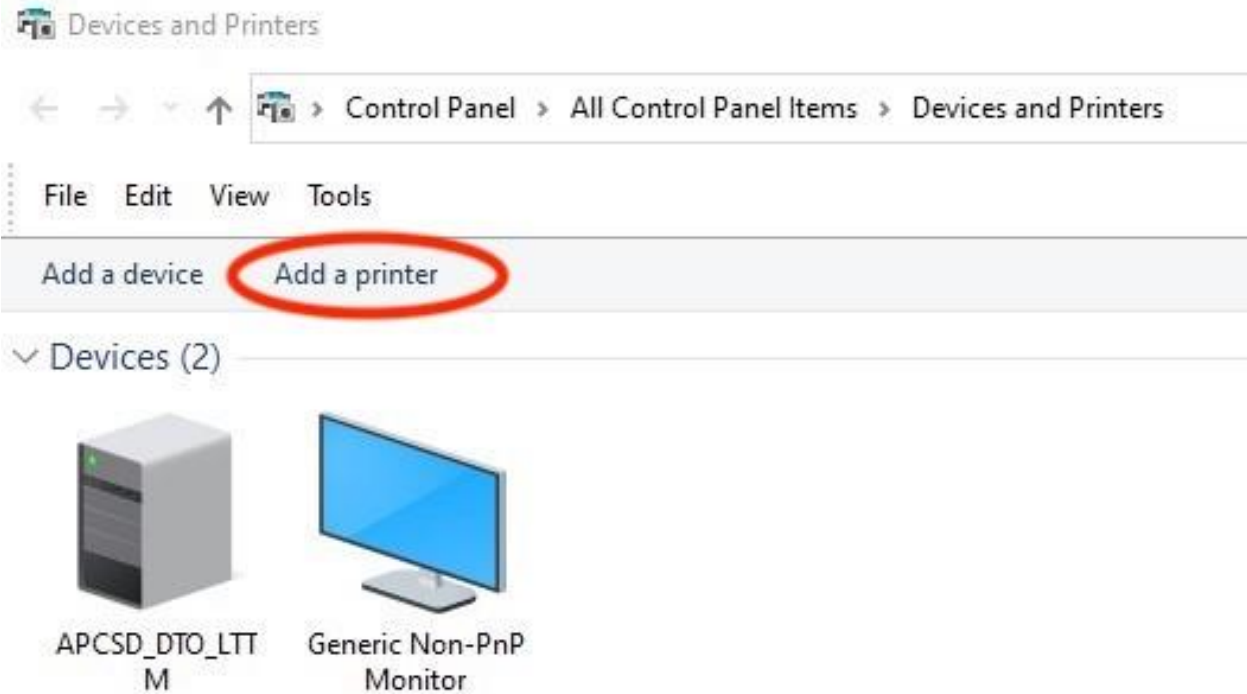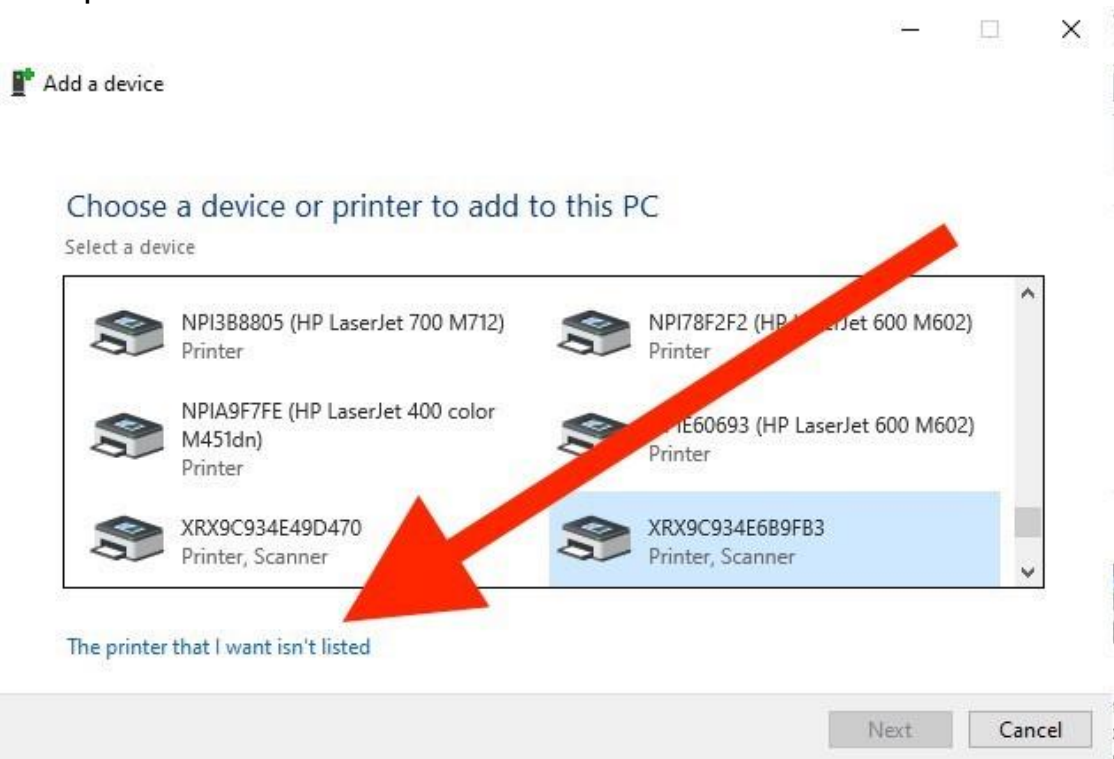


Alternative Method

1. Click on the Start menu, then click on Devices and printers on the right pane of the Start menu
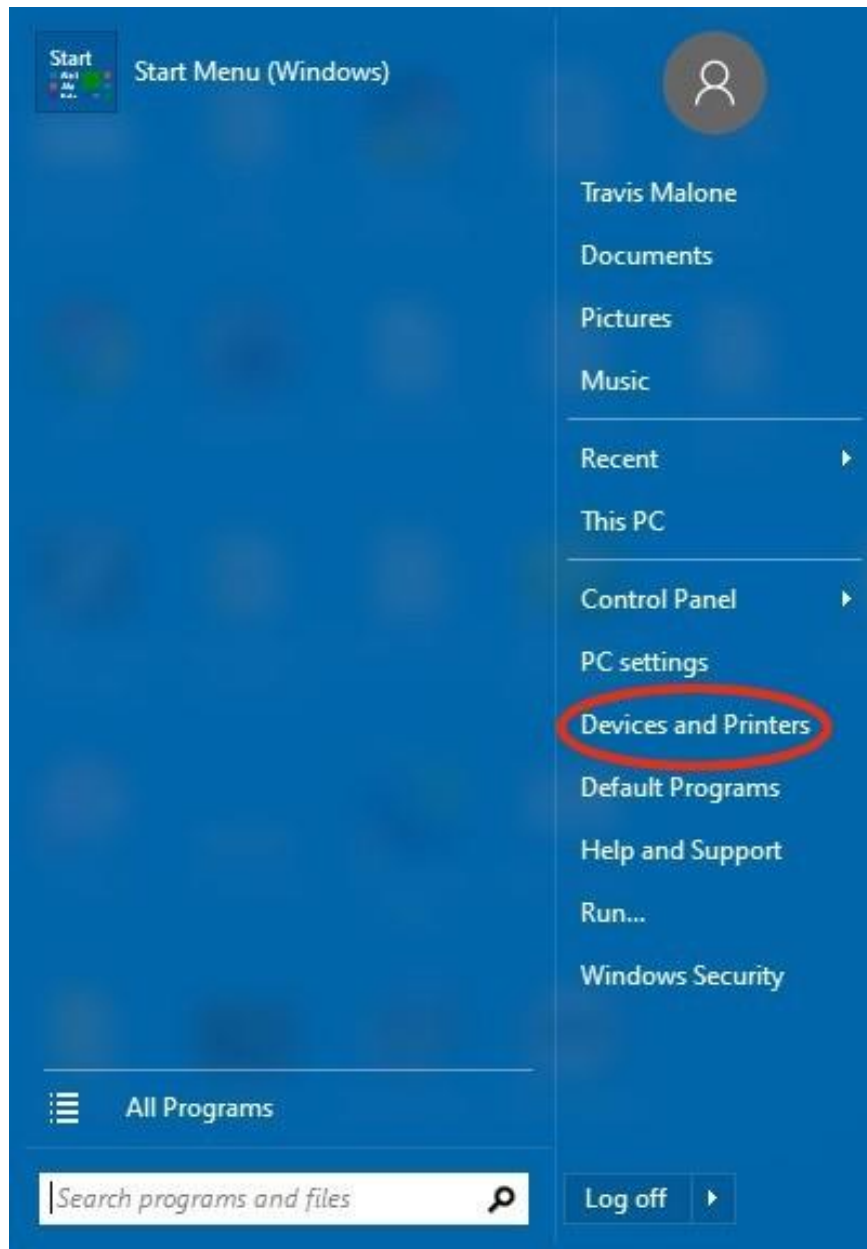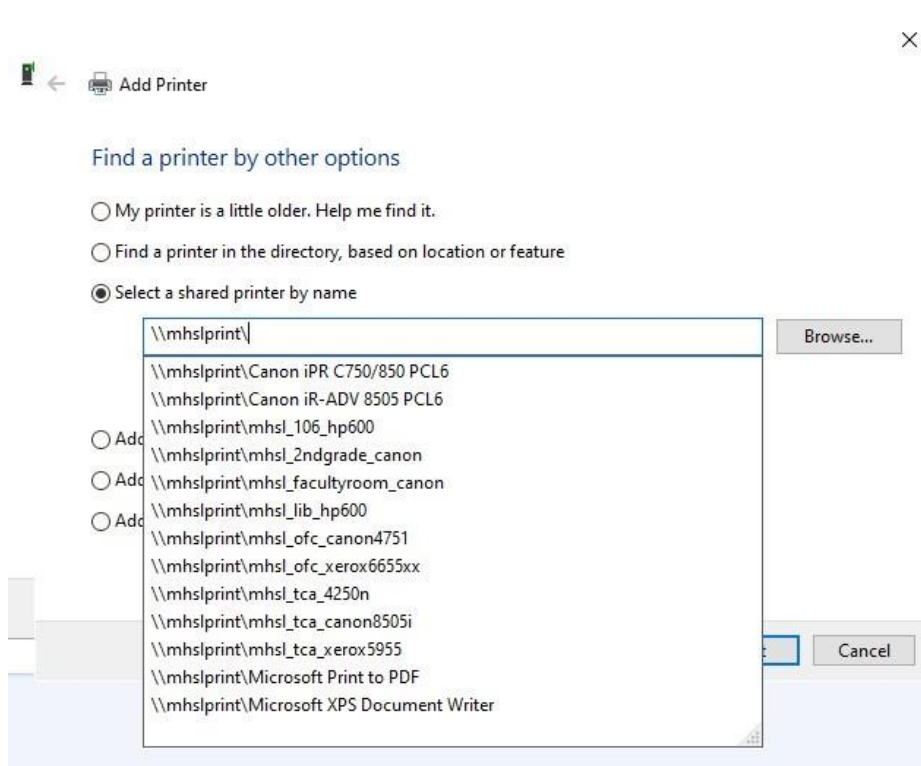
2. Click on "Add a printer"

3. Ignore any printers that will populate in the selection box and click on "The printer I want isn't listed."



4. Select the circle next to "Select a shared printer by name" and type the name of your school's print server in the box. Once you complete the
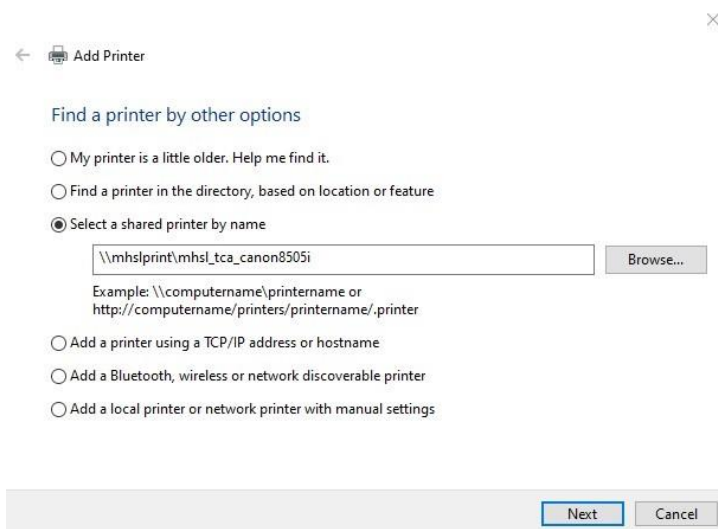
final backslash a list will popup and you can select the printer you want to add from the list.



5. Click "Next" and the printer should install
If you have any questions or issues please contact the tech office:

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