

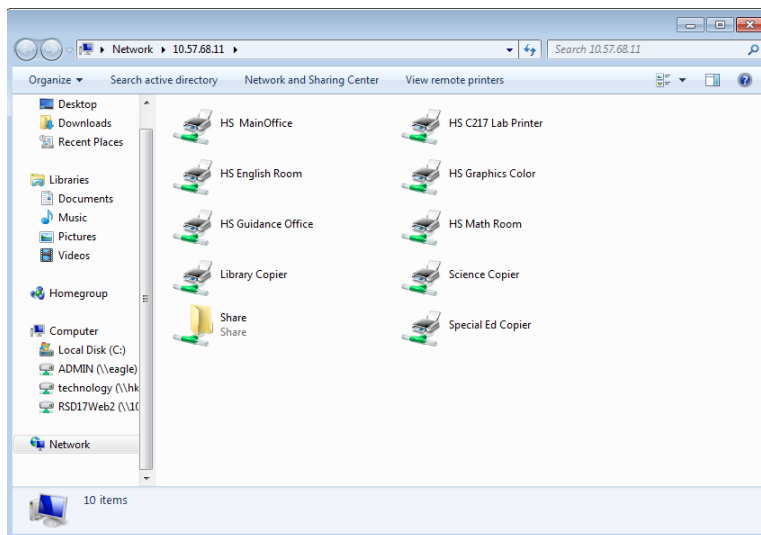
Connecting to a district shared server printer

Windows 7

1. Click on the Start Button(circle located on bottom left)
2. Click in the empty bar at the bottom and type
High School - \\10.57.68.11
Middle School - \\10.57.72.15
HES - \\10.57.64.3
BES - \\10.57.65.6
KES - \\10.57.66.8
3. Hit enter and a screen should appear with all the available printers
4. Right click on the printer and click connect on the printer you would like to print to

Windows XP

1. Click on the Start Button
2. Click on Run
3. Type in one of the follow for your school
High School - \\10.57.68.11
Middle School - \\10.57.72.15
HES - \\10.57.64.3
BES - \\10.57.65.6
KES - \\10.57.66.8
4. Hit enter and a screen should appear with all the available printers
5. Right click on the printer and click connect on the printer you would like to print to



This is an example of what the high school screen will look like if done correctly at the high school.

If it asks for a password to connect to the printer please contact ITSupport by creating a ticket through our system.