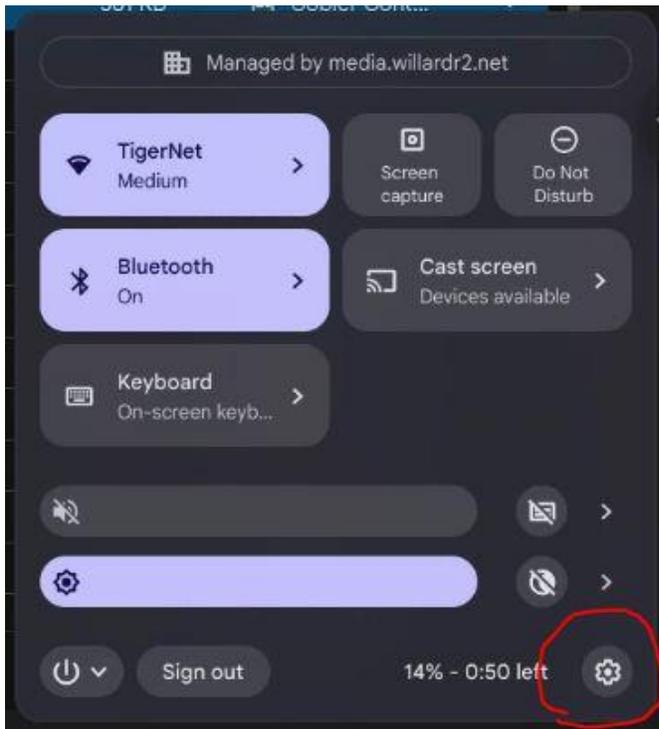
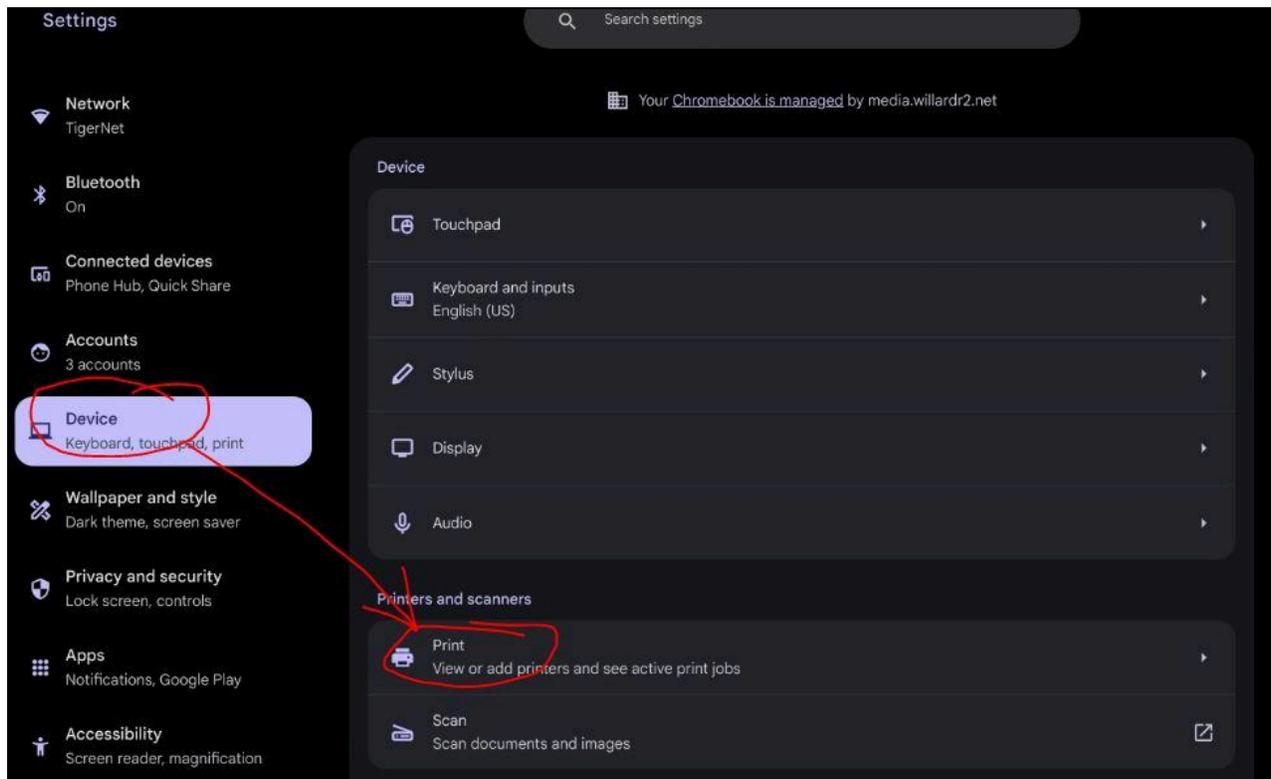


Adding a printer to a staff chromebook

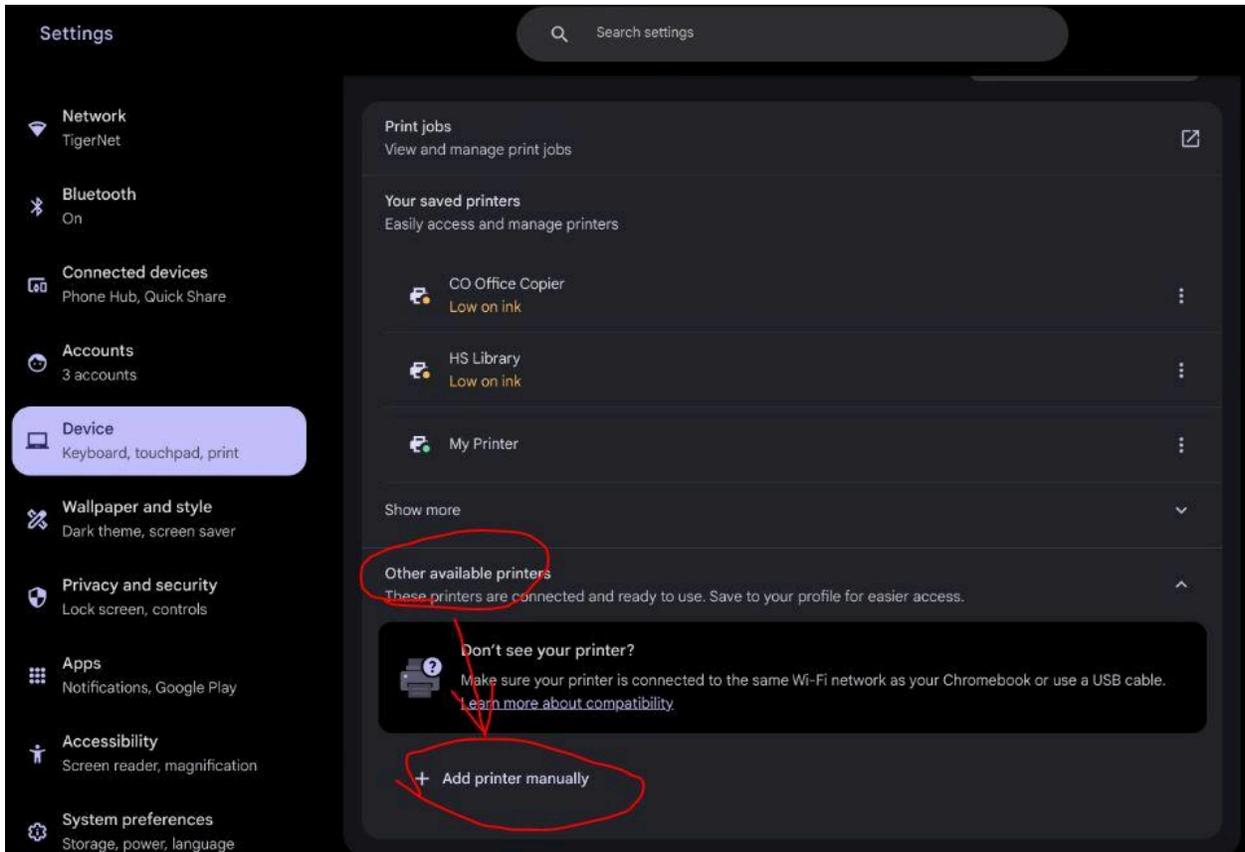
Click the Start Menu, then the Settings gear:



In the settings, click Device on the left side, then in the Device section, near the bottom locate the Print area and click on that:



Within the Print settings, click "Other available printers" at the bottom. Ignore any "TOSHIBA" entries, there's no way to know which copier each of those is. Click on the "Add Printer manually" option:



Enter the specific settings for the printer you want to add, see the chart on the next page for the correct values (don't change the Protocol or Queue entries):

A screenshot of the 'Add a printer manually' dialog box in Windows. The dialog has four input fields: 'Name' with the value 'WIS-N Workroom', 'Address' with the value '10.40.23.211', 'Protocol' with a dropdown menu showing 'Internet Printing Protocol (IPP)', and 'Queue' with the value 'ipp/print'. At the bottom, there are three buttons: 'Print server', 'Cancel', and 'Add'. The 'Name' and 'Address' fields are circled in red, and the 'Add' button is highlighted in blue.

Building	Printer Name	Printer Address
High School	HS Upstairs	10.20.23.202
	HS Workroom (1)	10.20.23.201
	HS Library	10.20.23.204
	HS SUCCESS	10.20.23.205
	HS Counselor Office	10.20.23.208
	HS Workroom (2) (NEW)	10.20.23.209
Middle School	MS Library	10.30.23.204
	MS Student Union	10.30.23.203
	MS Workroom	10.30.23.201
	MS Team Room	10.30.23.202
WIS-North	WIS-N Workroom	10.40.23.211
	WIS-N Library	10.40.23.214
	WIS-N Preschool Hall	10.40.23.213
WIS-South	WIS-S Library	10.80.23.212
	WIS-S Academic	10.80.23.211
Central	WC Workroom (1)	10.60.23.202
	WC Workroom (2)	10.60.23.201
East	WE Workroom	10.50.23.201
	WE 3rd Grade	10.50.23.202
North	WN Workroom	10.40.23.201
	WN Office Mono	10.40.23.202
South	WS Workroom (1)	10.70.23.201
	WS Workroom (2)	10.70.23.202
Orchard Hills	WOHE Workroom	10.80.23.201
	WOHE Library	10.80.23.202