

Adding a Printer or Copier

If you would like to add a printer to your computer, please use the following steps:

1. Click on the **"Start"** or Windows button located in the bottom left corner of the screen.
 - a. **Note:** in the left corner, it may read "Type here to search." If it does, then skip to #3.
2. Then click on **"Run"**
3. Type in the run or search box: **\\terminator**
 - a. A window will pop up of all of the printers in the District. Carefully scroll through to find the machines labeled "BTC-"
4. Find the printer you want to use. For example: "BTC-F300-IR6075"
5. Double click on the icon for the printer.
6. Click **"YES"** at the message, and it will be installed. It may take a few seconds.
7. Then go to **"Start" button.**
8. **"Devices Printers"**
9. Find the printer that you selected in step 4, right click it and click **"Set as default printer"**.

If you need help with steps 1-9, please contact your school our Tech Integration Specialist, Vitaliy Kulapin (vkulapin@bsdvt.org).