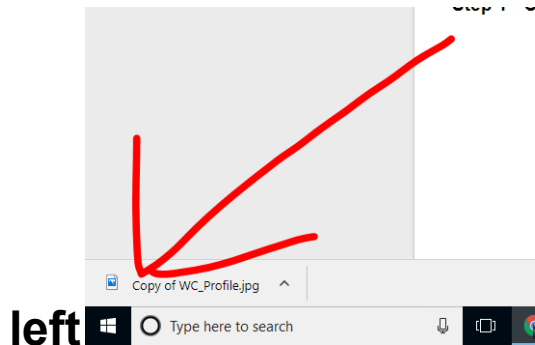


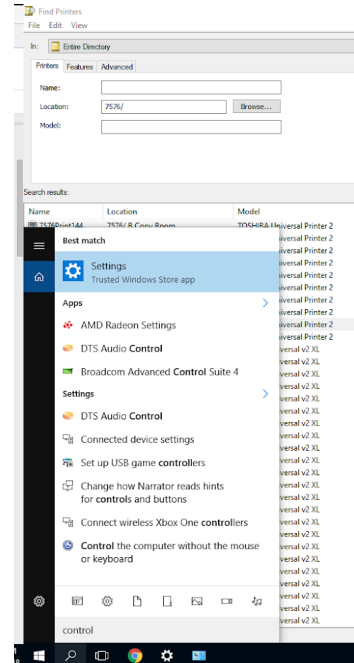
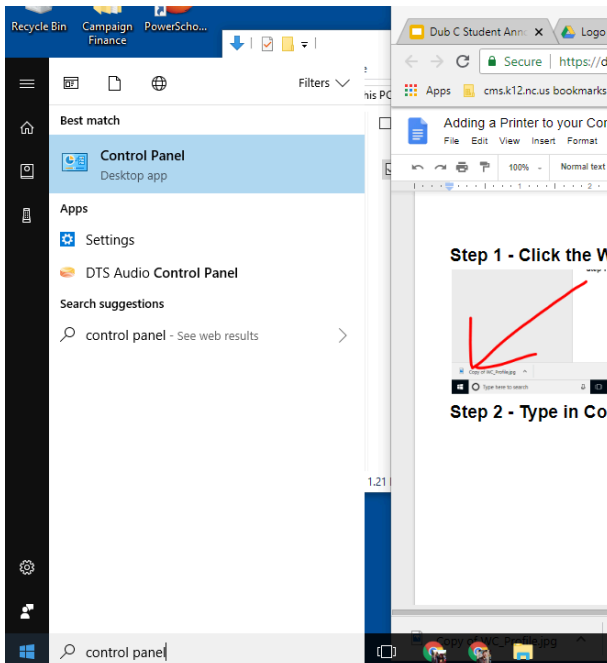
Adding a Printer on your Laptop or Desktop Computer at West Charlotte High School



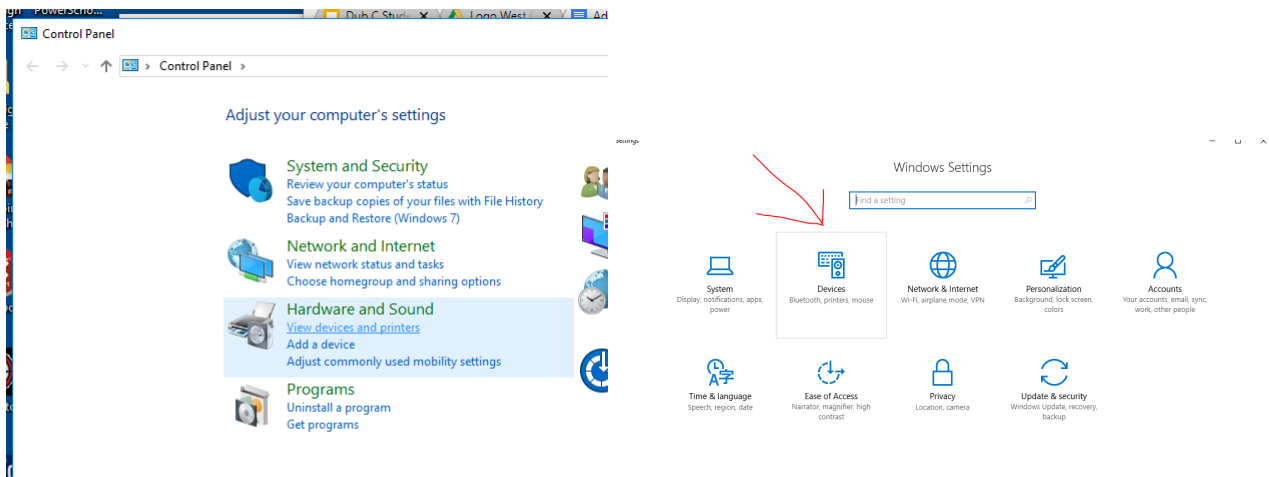
Step 1 - Click the Magnifying Glass or Search bar at the bottom



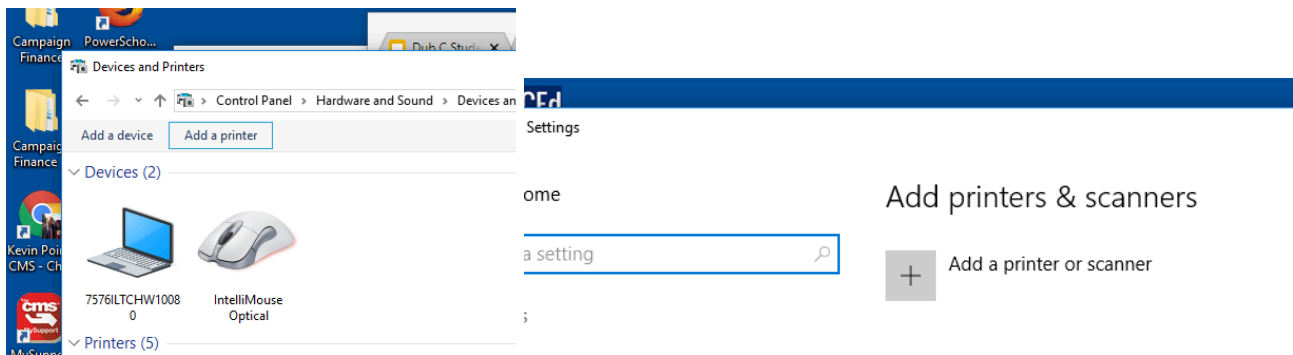
Step 2 - Type in “Control Panel” in the search bar and click it. If “Control Panel” does not pop up, click “Settings”



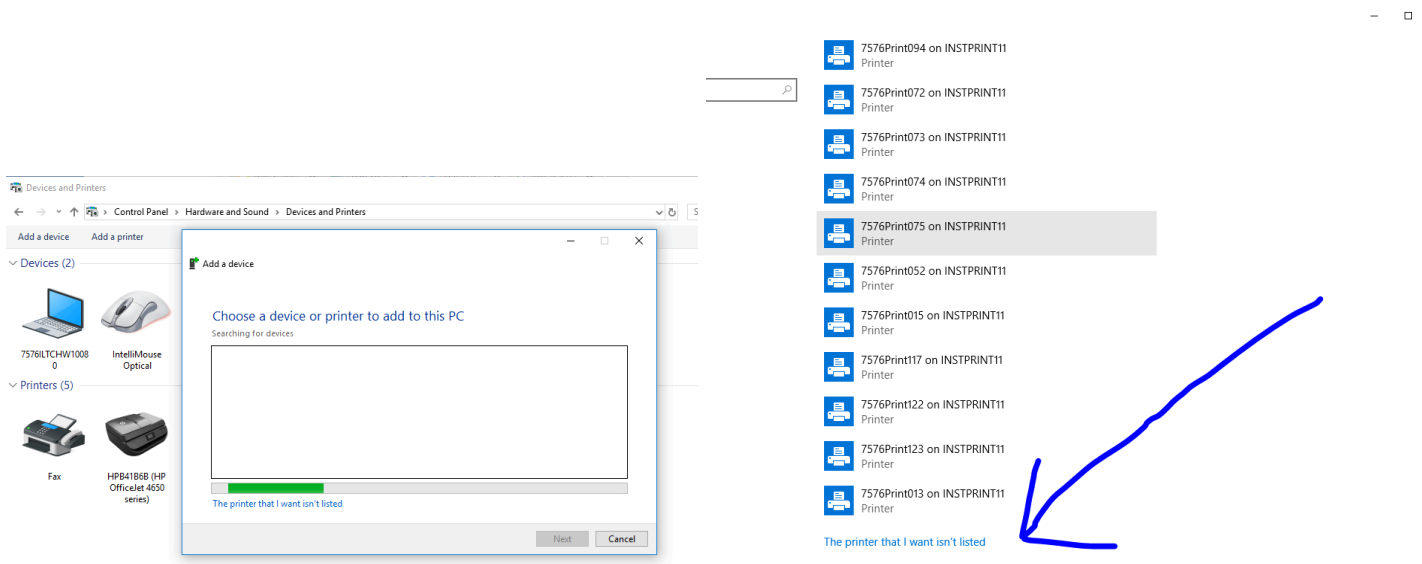
Step 3 - Click “View Devices and Printers” or “Devices”



Step 4 - Click “Add a Printer” or “Add a printer or scanner”



Step 5 - Click “The Printer that I want isn’t listed.” If a long list of printers comes up, scroll all the way to the bottom and you should see it.



Step 6 - Select the 2nd option down - “Find a Printer in the Directory.” Then click “Next.”

← Add Printer

Find a printer by other options

☐ My printer is a little older. Help me find it.

☒ Find a printer in the directory, based on location or feature

☐ Select a shared printer by name

Browse...

Example: \\computername\printername or
http://computername/printers/printername/.printer

☐ Add a printer using a TCP/IP address or hostname

☐ Add a Bluetooth, wireless or network discoverable printer

☐ Add a local printer or network printer with manual settings

Next Cancel

Step 7 - Expand this window by clicking the square logo in the top right.

Click the column heading titled “Model.” Sort the columns by clicking the column heading. (Hint: If you are looking for a Black Toshiba Copier” - sort by model so that the Toshiba's are on top.

Find Printers

File Edit View

in: Entire Directory

Name:

Location: 757/

Model:

Find New

Clear All

OK

Search results:

Name	Location	Model	Server Name	Manufacturer
757Spint144	757/ Room	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Toshiba Copier - 7th B copy room - West Charlotte
757Spint170	757/ West Charlotte /07	TO948A Universal Printer 2	66TPRINT11.cmskites.cmsk12a...	Toshiba Copier - D-7 - West Charlotte
757Spint172	757/ West Charlotte /F-21	TO948A Universal Printer 2	66TPRINT11.cmskites.cmsk12a...	Toshiba Copier - F-21 - West Charlotte
757Spint171	757/ West Charlotte / Building	TO948A Universal Printer 2	66TPRINT11.cmskites.cmsk12a...	Toshiba Copier - Building Workroom - West Charlotte
757Spint001	757/A building copy room	TO948A Universal Printer 2	66TPRINT11.cmskites.cmsk12a...	Toshiba Copier in A Building Copy Room at 757 - West Charlotte
757Spint147	757/Media Center	TO948A Universal Printer 2	66TPRINT11.cmskites.cmsk12a...	Toshiba copier-Media Center - West Charlotte
757Spint160	757/P - Building Teacher Lounge	TO948A Universal Printer 2	66TPRINT11.cmskites.cmsk12a...	Toshiba Copier - P Building - West Charlotte
757Spint017	757/Room Admin Office	TO948A Universal Printer 2	66TPRINT11.cmskites.cmsk12a...	Toshiba in Room Admin Office at 757 - West Charlotte
757Spint018	757/Room Guidance Area	TO948A Universal Printer 2	66TPRINT11.cmskites.cmsk12a...	Toshiba in Room Guidance Area at 757 - West Charlotte
757Spint013	757/ West Charlotte Project LIF 6	TO948A Universal Printer 2	66TPRINT11.cmskites.cmsk12a...	Toshiba eStudio 3555C in front office at 757 - West Charlotte Project ...
757Spint130	757/Room	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room at 757 - West Charlotte
757Spint007	757/Room A7	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room A7 at 757 - West Charlotte
757Spint010	757/Room 1 - LIFT	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room 1 - LIFT at 757 - West Charlotte
757Spint004	757/Room 2 - LIFT	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room 2 - LIFT at 757 - West Charlotte
757Spint005	757/Room 3 - LIFT	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room 3 - LIFT at 757 - West Charlotte
757Spint006	757/Room 4 - LIFT	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room 4 - LIFT at 757 - West Charlotte
757Spint007	757/Room 5 - LIFT	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room 5 - LIFT at 757 - West Charlotte
757Spint008	757/Room 6 - LIFT	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room 6 - LIFT at 757 - West Charlotte
757Spint009	757/Room 7 - LIFT	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room 7 - LIFT at 757 - West Charlotte
757Spint080	757/Room A 24	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room A 24 at 757 - West Charlotte
757Spint078	757/Room A20 Office	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark in Room A20 Office at 757 - West Charlotte
757Spint079	757/Room A22	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room A22 at 757 - West Charlotte
757Spint081	757/Room A23	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room A23 at 757 - West Charlotte
757Spint004	757/Room A4	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room A4 at 757 - West Charlotte
757Spint082	757/Room A8	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room A8 at 757 - West Charlotte
757Spint019	757/Room B1	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark in Room B1 at 757 - West Charlotte
757Spint021	757/Room B3	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark in Room B3 at 757 - West Charlotte
757Spint023	757/Room B5	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark in Room B5 at 757 - West Charlotte
757Spint024	757/Room B6	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room B6 at 757 - West Charlotte
757Spint097	757/Room Band Room	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room Band Room at 757 - West Charlotte
757Spint028	757/Room C2	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room C2 at 757 - West Charlotte
757Spint029	757/Room C3	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room C3 at 757 - West Charlotte
757Spint010	757/Room COUN OFFICE A11B	Lenmark Universal v2 XL	66TPRINT11.cmskites.cmsk12a...	Lenmark E280 in Room COUN OFFICE A11B at 757 - West Charlotte

164 items found

Step 8 - Select the Printer you'd like to add and select "OK."

IMPORTANT: Once the printer is added, select "Test Print" to see if it prints. If it prints, great! You did it!!

If it does not give you the option to "Test Print" - the printer may be unplugged in the room. Simply plug it in to get it back online.

If it does not print, the printer you want to print from may not be listed in the directory correctly and a [ticket should be submitted here.](#)