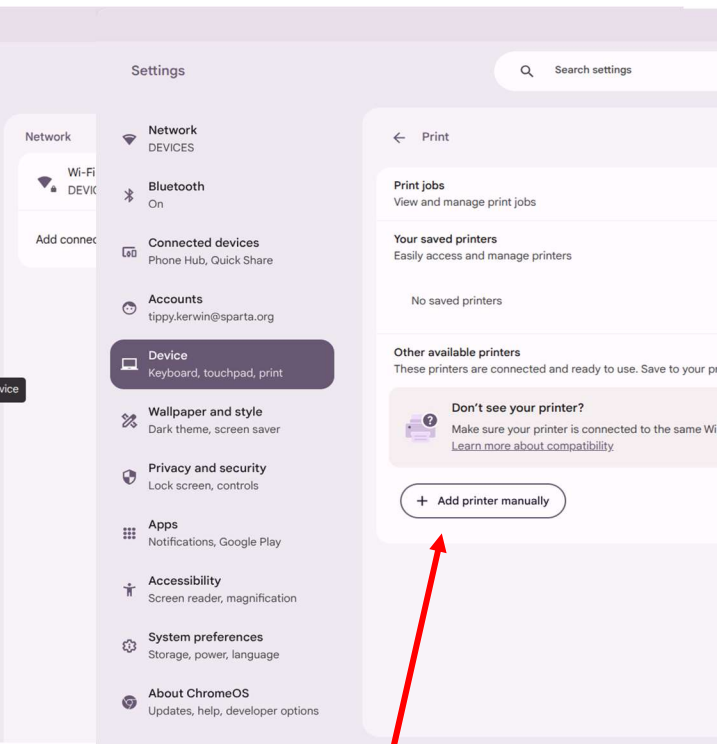
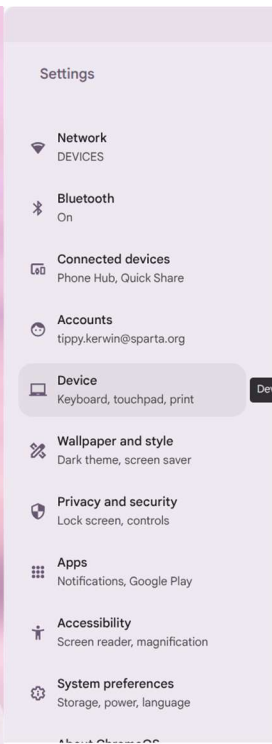
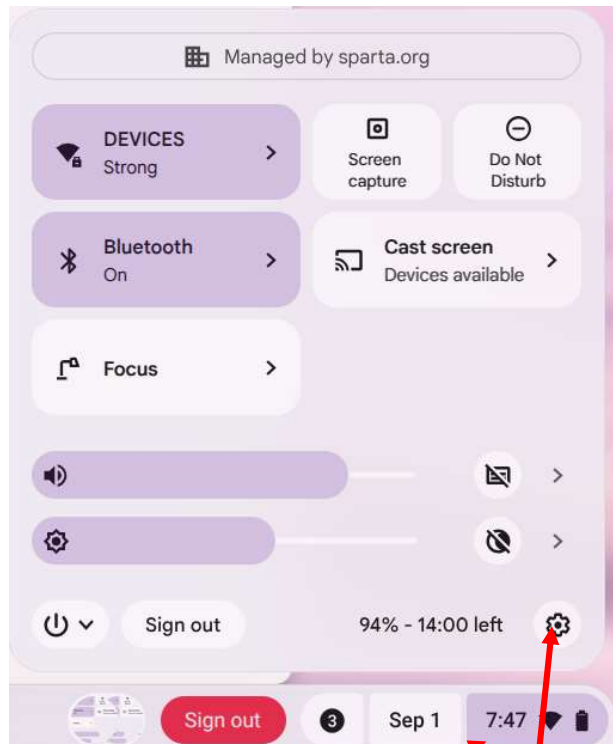




Hoover over the time and select  settings. In settings, select Device; once in Devices, select Add printer manually.

Please note, all networked printers in the district should have the network name of the printer and the IP address. If not, please put in a ticket so this can be corrected. You will need this information **to add a printer manually**. Click Add. The next window will ask to select the manufacturer and model number from the drop down list, add, and you're done.

