

How to Add a Printer to Your Windows 8 Device

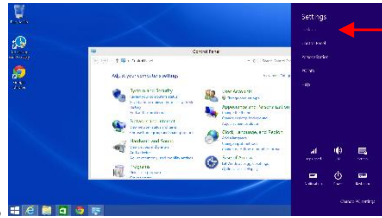
1. From the Tiles screen choose DESKTOP.



2. Then from the Charms Bar to the right, Choose Settings.



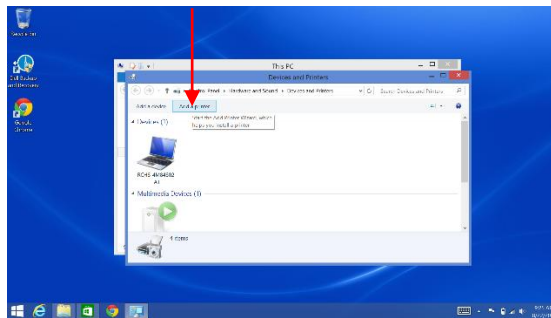
3. Now Select Control Panel.



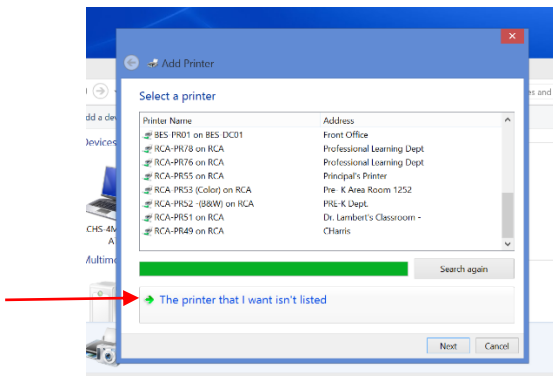
4. Select VIEW DEVICES AND PRINTERS under Hardware and Sound.



5. Select ADD PRINTER at the top.



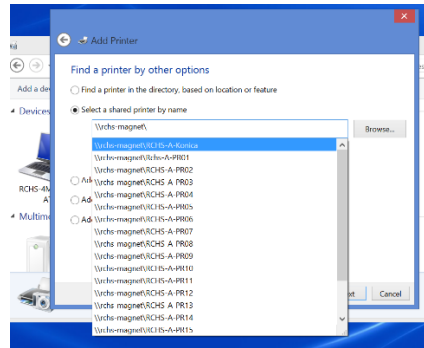
6. Choose "THE PRINTER I WANT ISN'T LISTED"



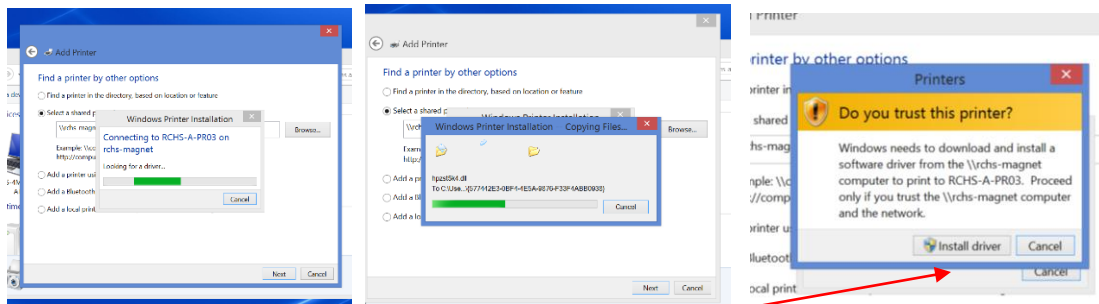
7. Select "SELECT A SHARED PRINTER BY NAME." Type in the box

\\rchs-magnet\

At this point, all of the magnet printers will be listed. Choose the appropriate printer. (Locate the printer you desire to print to in your classroom and look for the name handwritten on the top of the printer) Then click NEXT.

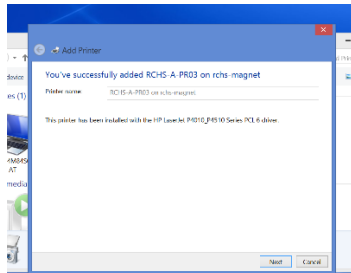


8. Look for these pop-ups



Select INSTALL DRIVER

9. Printer Added!



10. Print a Test Page

