

How to Connect to a Network Printer

1. Log on to your computer.
2. Open Internet Explorer and type \\scroggins-bdc in the Address line.
3. Press **Enter**.
4. Find the icon for the printer you want to install. **There are several printers with very similar names so please be sure you know the exact name of the one you need. (Please ask Mr. Guidry if you aren't sure.)**
5. Double-click the printer icon. (If a message about software appears click yes or ok.) A small printer queue window will open.
6. If you would like this printer to be your default printer do this: In this small printer queue window go to **Printer-->Set as Default Printer**. If not, go to Step 7.
7. Close the printer queue window.
8. The printer is now set up for you to use.

Important: Is your computer is used by more than one person? Or, is it used under both your logon and the student logon? If so please note: If you log off and a new person logs on the printer will not be available to that person until the steps above are repeated. The printer must be set up once for every new logon.