

Windows 10 Version

You can access your school's shared network printer(s) by following these steps:



- 1) Click the Windows 10 icon at the bottom left of your screen
- 2) Type the word **Run** (you do not have to click anywhere first.... just start typing!) Then, press your **Enter** key

3) In the little window that opens at bottom left, type this:

\\10.61.129.109 and then click **OK**

Notice the direction of the slashes here! Use the slashes located above your Enter key!

4) In the new window that opens, **double-click** your desired printer. It may take a few moments to find and install the driver for it, but when that's finished, you're able to print to that printer!

* **NOTE:** you can always find all of your installed printers by clicking the Windows icon at bottom left > **Settings** > **Devices** > **Printers & scanners**