

Windows 7 Version

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

1) Click the Windows icon at the bottom left of your screen



and then click **Computer**

2) Press the F4 key on your keyboard

3) Delete the word "**Computer**" and replace it with this:

[\\10.61.129.109](#) (note the directions of the slashes). Now press

your **Enter** key.

4) In this new window, double-click your desired printer. It may take a few moments to find and install the driver, 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 and then clicking **Devices and Printers**.