Adding the new printer/print driver

- Left click on the Microsoft symbol on the bottom left of your computer screen
  - If you have Windows 7 click on the white box and type in “\printsrv”
  - If you have Windows XP click the “Run” click it and type in “\techsrv”
- The screen will open to a number of drivers. Scroll down to find your printer.
  - If you are in the High School, right click on “SecureInput_HighSchool”
  - If you are in the Middle School, right click on “SecureInput_MiddleSchool”
  - If you are in any of the elementary schools right click on “SecureInput_Elementary”
- If you are asked to approve or trust the source, click yes.
- To view the newly added printer, click Start and select “Devices and Printers”
- Find the new “SecureInput ….”, right-click and select “Set as a default printer”