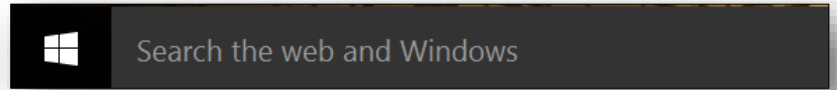# Installing Network Printers on Your CCSD Laptop

After your laptop has been reimaged, this document will help you install your local network printer(s).

1. Click the search box in the lower left-hand corner.

2. You will need to access your local server in order to see Cobb County Network printers to complete installation of your printer. Type the server name in the search box according to your location using the convention outlined here: \\xyzfps1\ (where *xyz* represents your 3-letter school code.

   a. If you are at Hendricks Elementary, your print server is \\henfps1\

   b. If you are at Daniell Middle School, your print server is \\danfps1\

   c. If you are at Hillgrove High School, your print server is \\hilfps1\

   If you are unsure of your school code, please consult the list found at the end of this document. It is vitally important that you enter the correct code to access the correct printer list.
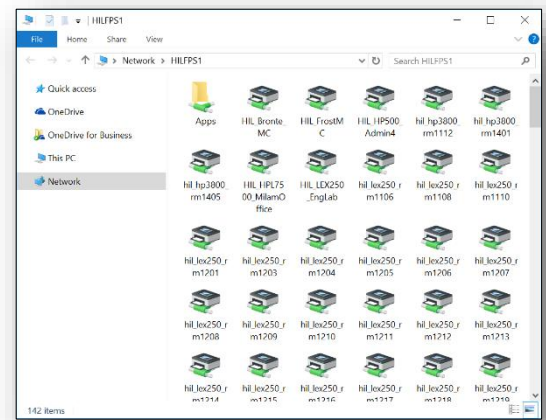
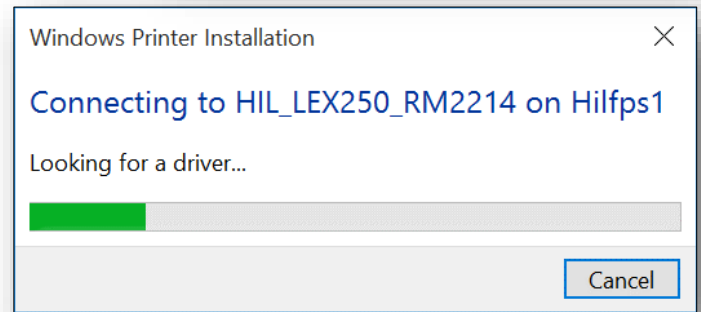3. Type in the correct print server for your school in the search box and click **Enter**.

4. This will open a new window where every printer in the school will be listed. If you cannot see all the printers, click on the **right arrow**. Scroll through the list until you find the printer located in your classroom.
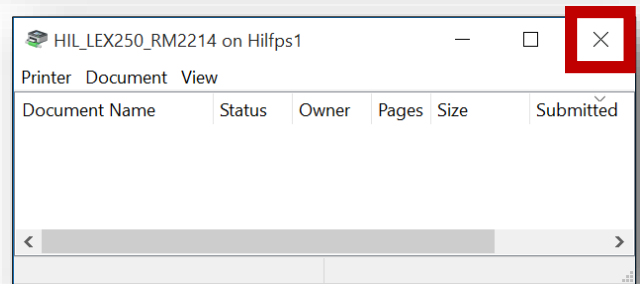
5. Double-click on the printer you want to install.

6. A window will demonstrate progress as the installation looks for a driver, installs, and completes.

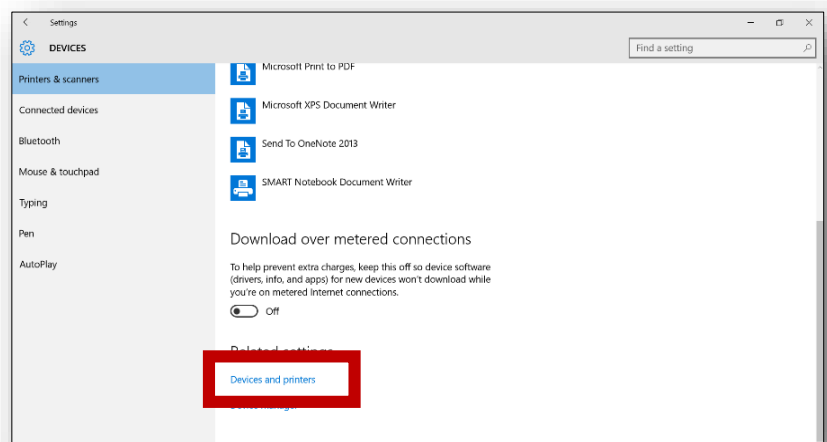7. Finally, a printer window will appear. Click the **X** to close. The printer is installed.
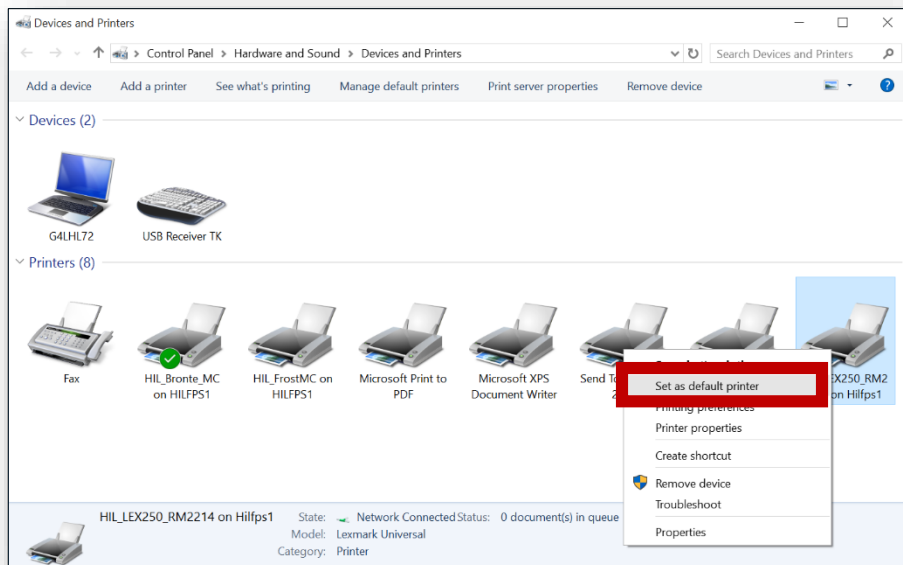

8. Repeat the process to install additional printers, as needed.

9. To view your installed printers and set the default: click **Start Menu**, click **Settings**, click **Devices**, scroll down and click **Devices and printers**.

10. Right-click the printer you would like to select as your default and click **Set as default printer.**

Acworth	\\ACWFPS1\	Fair Oaks	\\FROFPS1\	Mountain View	\\MVUFPS1\
Addison	\\ADDFPS1\	Frey	\\FRYFPS1\	North Cobb	\\NCBFPS1\
Allatoona	\\ALTFPS1\	Griffin	\\GRFFPS1\	Nicholson	\\NCLFPS1\
Argyle	\\ARGFPS1\	Garrison Mill	\\GRMFPS1\	Nickajack	\\NICFPS1\
Austell Primary	\\AUPFPS1\	Green Acres	\\GRNFPS1\	Norton Park	\\NPKFPS1\
Awtrey	\\AWTFPS1\	Garrett	\\GRTFPS1\	Oakwood	\\OAKFPS1\
Baker	\\BAKFPS1\	Hayes	\\HAYFPS1\	Osborne	\\OSBFPS1\
Big Shanty	\\BIGFPS1\	Hendricks	\\HENFPS1\	Pebblebrook	\\PEBFPS1\
Birney	\\BIRFPS1\	Hightower Trail	\\HIGFPS1\	Pine Mountain	\\PINFPS1\
Blackwell	\\BLAFPS1\	Hilgrove	\\HILFPS1\	Pitner	\\PITFPS1\
Bullard	\\BLLFPS1\	Hollydale	\\HLYFPS1\	Picketts Mill	\\PKMFPS1\
Belmont Hills	\\BLMFPS1\	Harmony Leland	\\HRMFPS1\	Palmer	\\PLMFPS1\
Bells Ferry	\\BLSFPS1\	Harrison	\\HRSFPS1\	Pope	\\POPFPS1\
Barber	\\BRBFPS1\	Kincaid	\\KCDFPS1\	Powder Springs	\\POWFPS1\
Brumby	\\BRUFPS1\	Keheley	\\KEHFPS1\	Powers Ferry	\\PWFFPS1\
Bryant	\\BRYFPS1\	Kell	\\KLLFPS1\	Rocky Mount	\\RCKFPS1\
Campbell HS	\\CAMFPS1\	Kemp	\\KMPFPS1\	Russell	\\RSSFPS1\
Cheatham Hill	\\CHEFPS1\	Kennesaw Mt HS	\\KMTFPS1\	Riverside Primary	\\RVPFPS1\
Chalker	\\CHKFPS1\	King Springs	\\KNGFPS1\	Riverside	\\RVSFPS1\
Clarkdale	\\CLKFPS1\	Kennesaw ES	\\KNSFPS1\	Sanders	\\SANFPS1\
Clay	\\CLYFPS1\	Labelle	\\LBLFPS1\	South Cobb	\\SCBFPS1\
Campbell MS	\\CMSFPS1\	Lewis	\\LEWFPS1\	Sedalia Park	\\SEDFPS1\
Compton	\\COMFPS1\	Lindley	\\LINFPS1\	Shallowford Falls	\\SHLFPS1\
Cooper	\\CPRFPS1\	Lovinggood	\\LOVFPS1\	Smyrna	\\SMRFPS1\
Daniell	\\DANFPS1\	Lindley 6 Gr Acad	\\LSAFPS1\	Simpson	\\SMSFPS1\
Davis	\\DAVFPS1\	Lassiter	\\LSSFPS1\	Smitha	\\SMTFPS1\
Dickerson	\\DICFPS1\	Lost Mountain	\\LSTFPS1\	Sope Creek	\\SOPFPS1\
Dodgen	\\DODFPS1\	Mableton	\\MBLFPS1\	Sprayberry	\\SPRFPS1\
Dowell	\\DOWFPS1\	Mt. Bethel	\\MBTFPS1\	Still	\\STLFPS1\
Due West	\\DUEFPS1\	Mabry	\\MBYFPS1\	Tapp	\\TAPFPS1\
Durham	\\DURFPS1\	McClesky	\\MCCFPS1\	Teasley	\\TEAFPS1\
Eastside	\\EASFPS1\	McEachern	\\MCEFPS1\	Timber Ridge	\\TIMFPS1\
East Valley	\\EAVFPS1\	McClure	\\MCLFPS1\	Tritt	\\TRTFPS1\
East Cobb	\\ECBFPS1\	McCall Primary	\\MCPFPS1\	Varner	\\VARFPS1\
Floyd	\\FLOFPS1\	Milford	\\MLFFPS1\	Vaughan	\\VAUFPS1\
Ford	\\FRDFPS1\	Murdock	\\MURFPS1\	Walton	\\WALFPS1\
				Wheeler	\\WHEFPS1\