## **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.
- 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: <u>\\xyzfps1\</u> (where xyz represents your 3-letter school code.

Search the web and Windows

- a. If you are at Hendricks Elementary, your print server is \\henfps1\
- b. If you are at Daniell Middle School, your print server is <u>\\danfps1\</u>
- c. If you are at Hillgrove High School, your print server is <u>\hilfps1</u>

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.

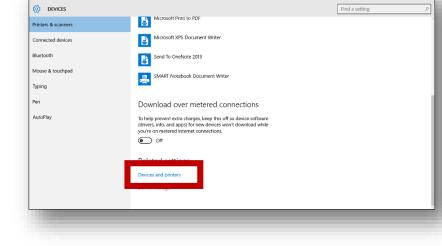


Settings

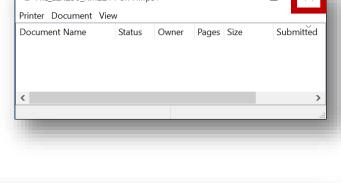
6. A window will demonstrate progress as the installation looks for a driver, installs, and completes.

5. Double-click on the printer you want to install.

- 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.

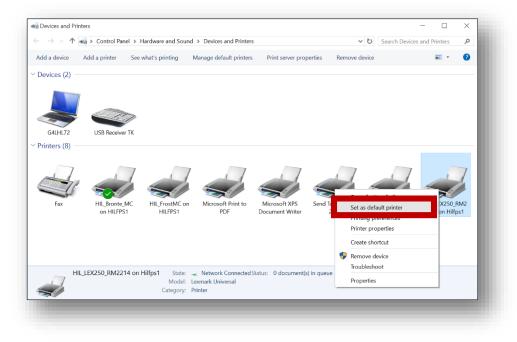


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	hil_lex250_r m1201	hil_lex250_r m1203	hil_lex250_r m1204	hil_lex250_r m1205	hil_lex250_r m1206	hil_lex250_r m1207
	8	3	8	8	8	8
	hil_lex250_r m1208	hil_lex250_r m1209	hil_lex250_r m1210	hil_lex250_r m1211	hil_lex250_r m1212	hil_lex250_r m1213
	3	3	3	3	3	8
	hil_lex250_r	hil_lex250_r	hil_lex250_r	hil_lex250_r	hil_lex250_r	hil_lex250_r

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



Acworth	\\ACWFPS1\ Fa	air Oaks	\\FROFPS1\	Mountain View	\\MVUFPS1\
Addison	\\ADDFPS1\ Fr	геу	\\FRYFPS1\	North Cobb	\\NCBFPS1\
Allatoona	\\ALTFPS1\ Gi	riffin	\\GRFFPS1\	Nicholson	\\NCLFPS1\
Argyle	\\ARGFPS1\ Ga	arrison Mill	\\GRMFPS1\	Nickajack	\\NICFPS1\
Austell Primary	\\AUPFPS1\ Gi	reen Acres	\\GRNFPS1\	Norton Park	\\NPKFPS1\
Awtrey	\\AWTFPS1\ Ga	arrett	\\GRTFPS1\	Oakwood	\\OAKFPS1\
Baker	\\BAKFPS1\ Ha	ayes	\\HAYFPS1\	Osborne	\\OSBFPS1\
Big Shanty	\\BIGFPS1\ He	endricks	\\HENFPS1\	Pebblebrook	\\PEBFPS1\
Birney	\\BIRFPS1\ Hi	ightower Trail	\\HIGFPS1\	Pine Mountain	\\PINFPS1\
Blackwell	\\BLAFPS1\ Hi	ilgrove	\\HILFPS1\	Pitner	\\PITFPS1\
Bullard	\\BLLFPS1\ He	ollydale	\\HLYFPS1\	Picketts Mill	\\PKMFPS1\
Belmont Hills	\\BLMFPS1\ Ha	armony Leland	\\HRMFPS1\	Palmer	\\PLMFPS1\
Bells Ferry	\\BLSFPS1\ Ha	arrison	\\HRSFPS1\	Роре	\\POPFPS1\
Barber	\\BRBFPS1\ Ki	incaid	\\KCDFPS1\	Powder Springs	\\POWFPS1\
Brumby	\\BRUFPS1\ Ke	eheley	\\KEHFPS1\	Powers Ferry	\\PWFFPS1\
Bryant	\\BRYFPS1\ Ke	ell	\\KLLFPS1\	Rocky Mount	\\RCKFPS1\
Campbell HS	\\CAMFPS1\ Ke	emp	\\KMPFPS1\	Russell	\\RSSFPS1\
Cheatham Hill	\\CHEFPS1\ Ke	ennesaw Mt HS	\\KMTFPS1\	Riverside Primary	\\RVPFPS1\
Chalker	\\CHKFPS1\ Ki	ing Springs	\\KNGFPS1\	Riverside	\\RVSFPS1\
Clarkdale	\\CLKFPS1\ Ke	ennesaw ES	\\KNSFPS1\	Sanders	\\SANFPS1\
Clay	\\CLYFPS1\ La	abelle	\\LBLFPS1\	South Cobb	\\SCBFPS1\
Campbell MS	\\CMSFPS1\ Le	ewis	\\LEWFPS1\	Sedalia Park	\\SEDFPS1\
Compton	\\COMFPS1\ Lii	ndley	\\LINFPS1\	Shallowford Falls	\\SHLFPS1\
Cooper	\\CPRFPS1\ Lc	ovinggood	\\LOVFPS1\	Smyrna	\\SMRFPS1\
Daniell	\\DANFPS1\ Lii	ndley 6 Gr Acad	\\LSAFPS1\	Simpson	\\SMSFPS1\
Davis	\\DAVFPS1\ La	assiter	\\LSSFPS1\	Smitha	\\SMTFPS1\
Dickerson	\\DICFPS1\ Lc	ost Mountain	\\LSTFPS1\	Sope Creek	\\SOPFPS1\
Dodgen	\\DODFPS1\ M	lableton	\\MBLFPS1\	Sprayberry	\\SPRFPS1\
Dowell	\\DOWFPS1\ M	lt. Bethel	\\MBTFPS1\	Still	\\STLFPS1\
Due West	\\DUEFPS1\ M	labry	\\MBYFPS1\	Тарр	\\TAPFPS1\
Durham	\\DURFPS1\ M	IcClesky	\\MCCFPS1\	Teasley	\\TEAFPS1\
Eastside	\\EASFPS1\ M	IcEachern	\\MCEFPS1\	Timber Ridge	\\TIMFPS1\
East Valley	\\EAVFPS1\ M	IcClure	\\MCLFPS1\	Tritt	\\TRTFPS1\
East Cobb	\\ECBFPS1\ M	IcCall Primary	\\MCPFPS1\	Varner	\\VARFPS1\
Floyd	\\FLOFPS1\ M	lilford	\\MLFFPS1\	Vaughan	\\VAUFPS1\
Ford	\\FRDFPS1\ M	lurdock	\\MURFPS1\	Walton	\\WALFPS1\
				Wheeler	\\WHEFPS1\