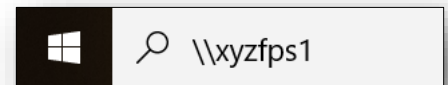


Installing Network Printers on your CCSD Laptop

These directions will help you install local network printers to your CCSD Laptop.

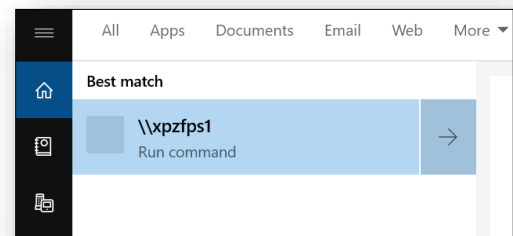
Accessing your Local Server

1. Reference the list found at the end of this document to determine your school's 3-letter code. The school code must be entered exactly as listed.
2. Click on the **Windows search box** in the lower left corner of your screen, and type in the **server name** using the convention outlined here: **\\xyzfps1**



Note: xyz represents your 3-letter school code in example.

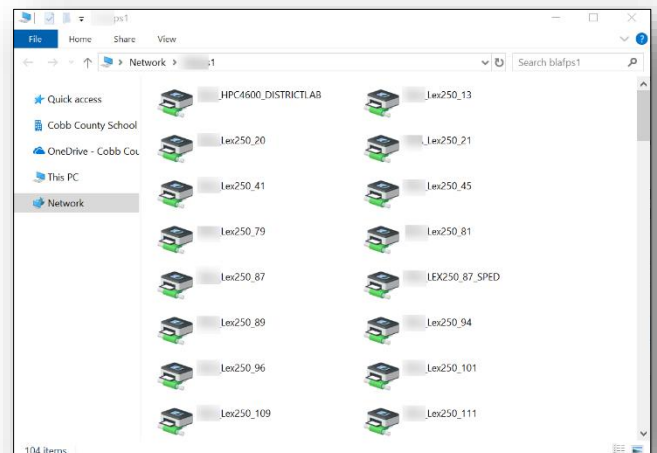
3. Press **Enter**, or click on the **server name** at the top of the search results



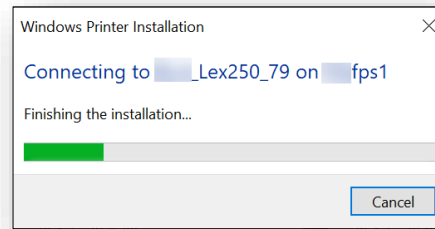
Installing the Printer

4. A window will pop up containing all the printers in the school. Scroll through the list until you find the printer you need to install. Select the printer and click on it.

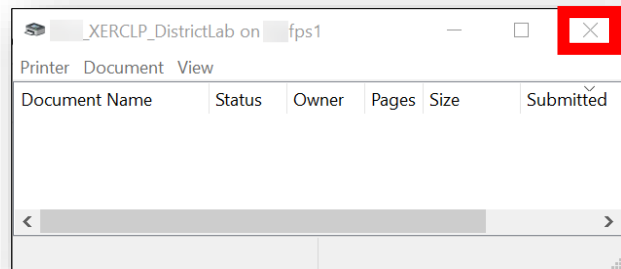
Note: Install one printer at a time.



5. A window will open, showing the installation progress.

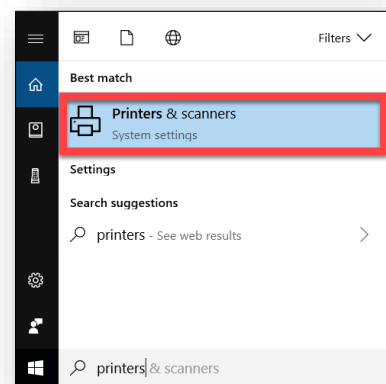


6. When installation is complete, a second window will open showing the status of the installed printer. Click the **X** in the top right corner to close this window. The printer is now installed.

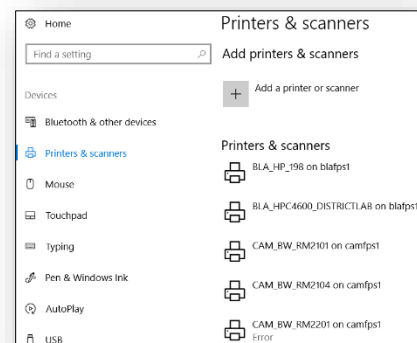


7. Repeat the process above to install all needed printers.

8. To locate installed printers, type **Printers & Scanners** in the Windows 10 search bar and hit **Enter**.



9. A list of installed printers will open in a new window. Clicking on the name of any printer will open options to view the status, manage the settings, or remove the selected printer.



School Codes

<u>School Name</u>	<u>Code</u>	<u>School Name</u>	<u>Code</u>	<u>School Name</u>	<u>Code</u>
Acworth	<u>\\ACWFPS1</u>	Ford	<u>\\FRDFPS1</u>	Mountain View	<u>\\MVUFPS1</u>
Addison	<u>\\ADDFPS1</u>	Frey	<u>\\FRYFPS1</u>	Murdock	<u>\\MURFPS1</u>
Allatoona	<u>\\ALTFPS1</u>	Garrett	<u>\\GRTFPS1</u>	Nicholson	<u>\\NCLFPS1</u>
Argyle	<u>\\ARGFPS1</u>	Garrison Mill	<u>\\GRMFPS1</u>	Nickajack	<u>\\NICFPS1</u>
Austell	<u>\\AUPFPS1</u>	Green Acres	<u>\\GRNFPS1</u>	North Cobb	<u>\\NCBFPS1</u>
Awtrey	<u>\\AWTFPS1</u>	Griffin	<u>\\GRFFPS1</u>	Norton Park	<u>\\NPKFPS1</u>
Baker	<u>\\BAKFPS1</u>	Harmony Leland	<u>\\HRMFPS1</u>	Osborne	<u>\\OSBFPS1</u>
Barber	<u>\\BRBFPS1</u>	Harrison	<u>\\HRSFPS1</u>	Palmer	<u>\\PLMFPS1</u>
Big Shanty	<u>\\BIGFPS1</u>	Haven/Sky View	<u>\\SKYFPS1</u>	Pebblebrook	<u>\\PEBFPS1</u>
Birney	<u>\\BIRFPS1</u>	Hayes	<u>\\HAYFPS1</u>	Picketts Mill	<u>\\PKMFPS1</u>
Blackwell	<u>\\BLAFPS1</u>	Hendricks	<u>\\HENFPS1</u>	Pine Mountain	<u>\\PINFPS1</u>
Bells Ferry	<u>\\BLSFPS1</u>	Hightower Trail	<u>\\HIGFPS1</u>	Pitner	<u>\\PTNFPS1</u>
Belmont Hills	<u>\\BLMFPS1</u>	Hillgrove	<u>\\HILFPS1</u>	Pope	<u>\\POPFPS1</u>
Brumby	<u>\\BRUFPS1</u>	Hollydale	<u>\\HLYFPS1</u>	Powder Springs	<u>\\POWFPS1</u>
Bryant	<u>\\BRYFPS1</u>	Keheley	<u>\\KEHFPS1</u>	Powers Ferry	<u>\\PWFPS1</u>
Bullard	<u>\\BLLFPS1</u>	Kell	<u>\\KLLFPS1</u>	Riverside Inter.	<u>\\RVSFPS1</u>
Campbell HS	<u>\\CAMFPS1</u>	Kemp	<u>\\KMPFPS1</u>	Riverside Primary	<u>\\RVPFPS1</u>
Campbell MS	<u>\\CMSFPS1</u>	Kennesaw ES	<u>\\KNSFPS1</u>	Rocky Mount	<u>\\RCKFPS1</u>
Chalker	<u>\\CHKFPS1</u>	Kennesaw Mt HS	<u>\\KMTFPS1</u>	Russell	<u>\\RSSFPS1</u>
Cheatham Hill	<u>\\CHEFPS1</u>	Kincaid	<u>\\KCDFPS1</u>	Sanders	<u>\\SANFPS1</u>
Clarkdale	<u>\\CLKFPS1</u>	King Springs K-1	<u>\\BROFPS1</u>	Sedalia Park	<u>\\SEDFPS1</u>
Clay	<u>\\CLYFPS1</u>	King Springs	<u>\\KNGFPS1</u>	Shallowford Falls	<u>\\SHLFPS1</u>
Cobb Horizon	<u>\\HRZFPS1</u>	Labelle	<u>\\LBLEFPS1</u>	Simpson	<u>\\SMSFPS1</u>
Compton	<u>\\COMFPS1</u>	Lassiter	<u>\\LSSFPS1</u>	Smitha	<u>\\SMTFPS1</u>
Cooper	<u>\\CPRFPS1</u>	Lewis	<u>\\LEWFPS1</u>	Smyrna	<u>\\SMRFPS1</u>
Daniell	<u>\\DANFPS1</u>	Lindley	<u>\\LINFPS1</u>	Sope Creek	<u>\\SOPFPS1</u>
Davis	<u>\\DAVFPS1</u>	Lindley 6 Gr Acad	<u>\\LSAFPS1</u>	South Cobb	<u>\\SCBFPS1</u>
Dickerson	<u>\\DICFPS1</u>	Lost Mountain	<u>\\LSTFPS1</u>	Sprayberry	<u>\\SPRFPS1</u>
Dodgen	<u>\\DODFPS1</u>	Lovinggood	<u>\\LOVFPS1</u>	Still	<u>\\STLFPS1</u>
Dowell	<u>\\DOWFPS1</u>	Mableton	<u>\\MBLFPS1</u>	Tapp	<u>\\TAPFPS1</u>
Due West	<u>\\DUEFPS1</u>	Mabry	<u>\\MBYFPS1</u>	Teasley	<u>\\TEAFPS1</u>
Durham	<u>\\DURFPS1</u>	McCall Primary	<u>\\MCPFPS1</u>	Timber Ridge	<u>\\TIMFPS1</u>
East Cobb	<u>\\ECBFPS1</u>	McClesky	<u>\\MCCFPS1</u>	Tritt	<u>\\TRTFPS1</u>
East Side	<u>\\EASFPS1</u>	McClure	<u>\\MCLFPS1</u>	Varner	<u>\\VARFPS1</u>
East Valley	<u>\\EAVFPS1</u>	McEachern	<u>\\MCEFPS1</u>	Vaughan	<u>\\VAUFPS1</u>
Fair Oaks	<u>\\FROFPS1</u>	Milford	<u>\\MLFFPS1</u>	Walton	<u>\\WALFPS1</u>
Floyd	<u>\\FLOFPS1</u>	Mount Bethel	<u>\\MBTFPS1</u>	Wheeler	<u>\\WHEFPS1</u>