

To add a network printer to your computer

- Go to My Computer
- Click on “My Network Places” in the left window pane.
- Click on “Entire Network” in left window pane.
- Double-click on “Microsoft Windows Network”
- Double-click on Treynor.
- Locate DC1 and double-click to Open.
- Double-click on the printer you wish to install. Now that printer will be in your drop-down printer list when you choose File ... Print from the document menu.

Below is a list of printers and their locations:

306HP (MS Room 301)

ADMINCOPIER (Superintendent’s office)

BUSCOLOR (Color printer in the HS Business Lab)

BUSHP (Laser printer in the HS Business Lab)

COLORHP (FCS Color Laser Printer)

COPIER (Middle School Copier)

ECOLOR (Elementary Color Laser in Elementary Main Office Workroom)

ECOPIER (Elementary Copier in the office)

ECOPIER2 (Elementary Copier located in the Middle Pod)

ECOPIERS (Elementary Copier located in the South Pod workroom)

EFINLAB (Elementary Finance Computer Lab)

ELABHP (Elementary East Computer Lab Laser)

ELIBHP (Elementary Library Laser)

HS3015 (HS SPED Room #116 Laser Printer)

HSCOPIER (High School Office/Teacher Work Room)

HSLABHP (High School Computer Lab Laser)

HSOCOLOR (Middle School Office/Teacher Workroom Color Laser Printer)

LIBCOLOR (MS/HS Library Color Laser Printer)

LIBRARYHP (MS/HS Laser Printer)

MSLABHP (MS Computer Lab Laser)

SPODHP (Elementary South Pod Teacher Lounge/Workroom)

WPODHP (Elementary West Pod Phone Room)