

Adding Printers To Your New Device

1. Type “add a printer” into the search bar on the bottom of your screen.
2. Click on “Add a printer or scanner”
3. Click “Add a printer or scanner” on the screen that pops up.
4. Click on the dropdown menu and select “Work or school printer & scanner”
5. Click on the printer you want to add and click install.

NOTE: The name of the printer will be TE, VE, or HS followed by dash room number. (ex: VE-024) If the printer doesn't show up then type the name of the printer in the search bar shown between 4 and 5. If you're still unable to locate the printer send a help request to ithelpdesk@rsd.k12.pa.us

