Installing a Network Printer for a Windows Client

1. Have the teacher log in as usual
2. From the start menu, choose "Run..."
3. Type the following on the run line (the proper slash is critical):
   \PS4\
4. Tap the "OK" button.
   [a window called PS4 should open]
5. Locate and double-click the printer they wish to use.
6. Accept all the suggested/default actions Windows may suggest.
7. Set as default if appropriate
   a. Make sure the window for the printer is opened (if not, double-click)
   b. From the menu "Print" go to "Set as default"
8. Close any open Windows
9. Print a test page and show the successful result to the staff person.
10. Wish them good luck in their future endeavors.
11. Walk quickly away.