

**La Center School District  
Department of Technology  
Dan Bentson, Director**

*"Providing useful and appropriate tools for the benefit of our students."*

**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.