How to add a printer to my laptop instructions

A district employee that wishes to add a printer to their workstation needs to have an internet connection established first at the school.

Note: Instructions for Microsoft Windows 10 version.

Maple Ridge & Pitt Meadows School District 42 IT Department is deploying every computer with an up to date, fully functional set of printers installed.
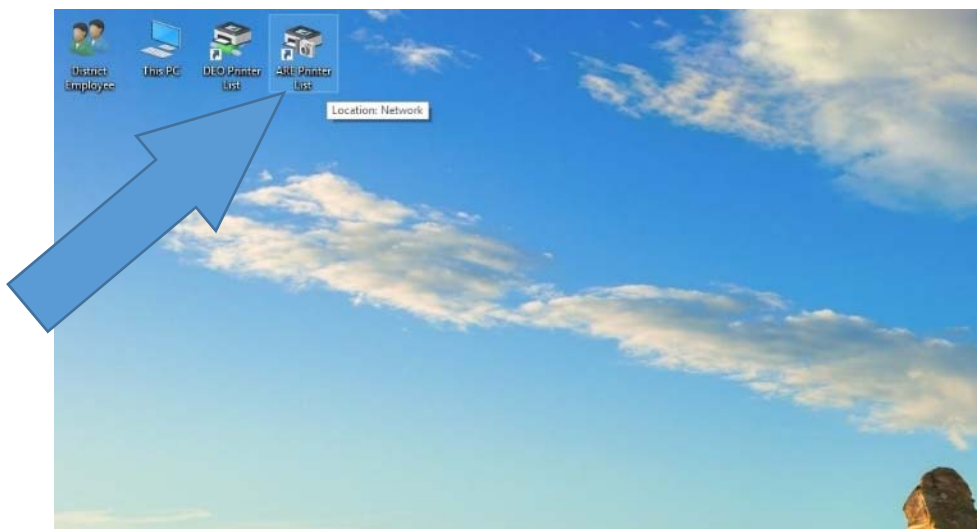
In the event of changing schools or for any reason a new printer needs to be added to the workstation, here are the instructions.

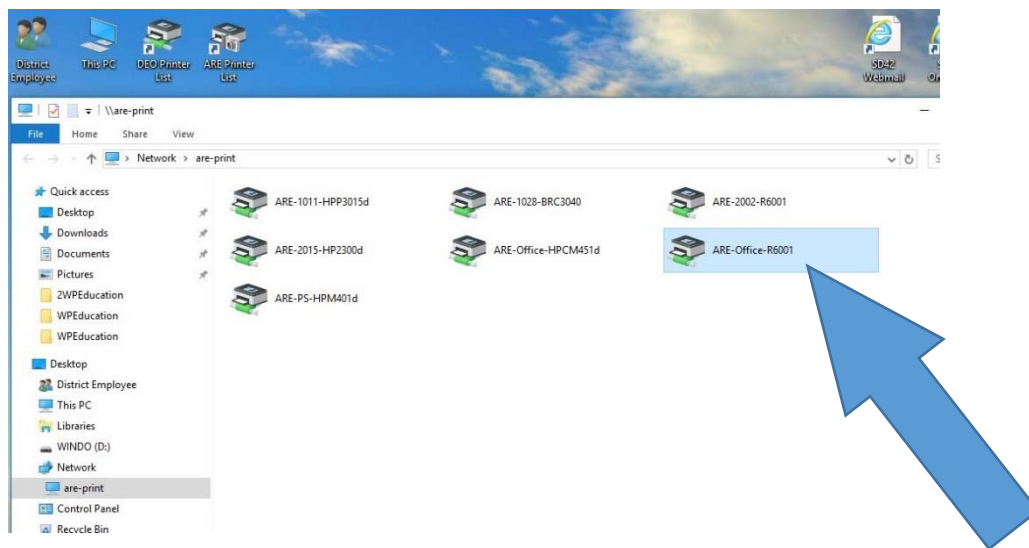For demonstration purpose, we are using **Alexander Robinson Elementary** as an example.

To add the printer to the computer must open Start "*Windows Logo*" button and type the address of the Print Server for your school, for example, please type 'are-print' select it from the list and then press 'Enter'.

Depending on the deployment of the laptop, under your Encrypted personal User account a 'School Printer list' shortcut might already be there; Double-click it will have the same results.
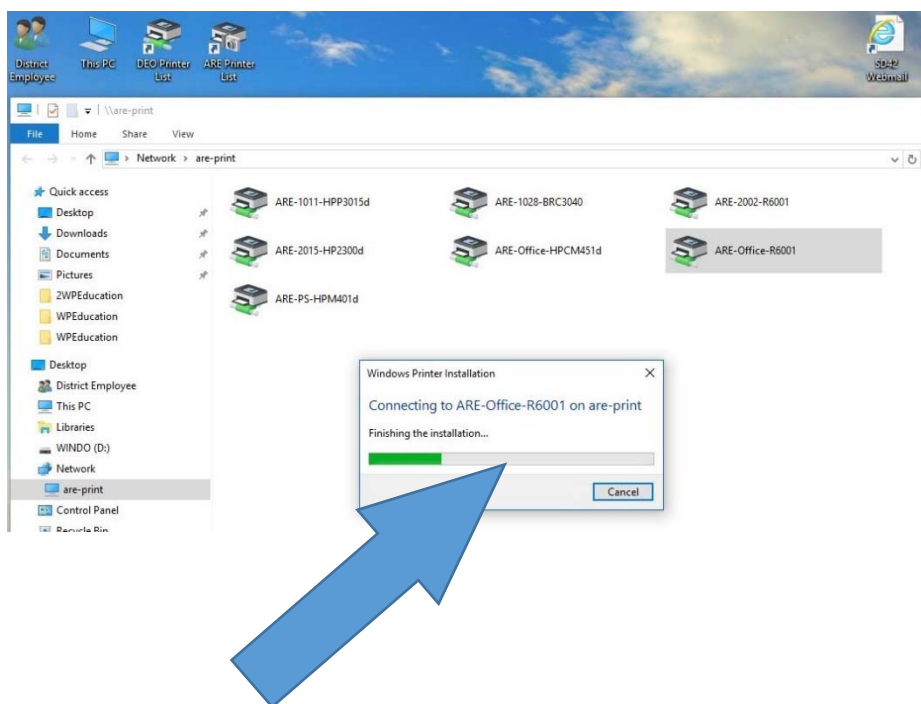

The computer will now attempt to scan for printers on the network and return as results all the valid printer names for the school site.
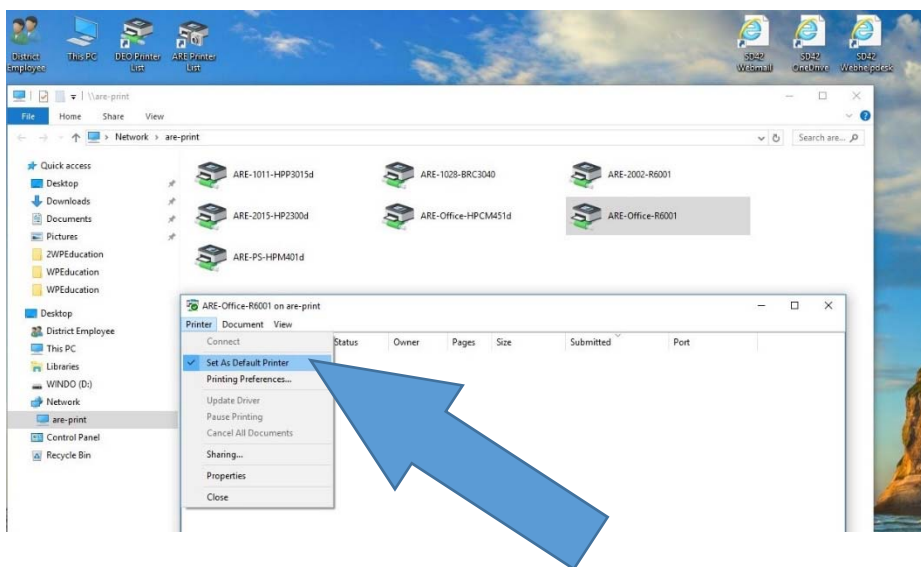

Select the appropriate name of the Printer that you would like to be installed and then double-click it.
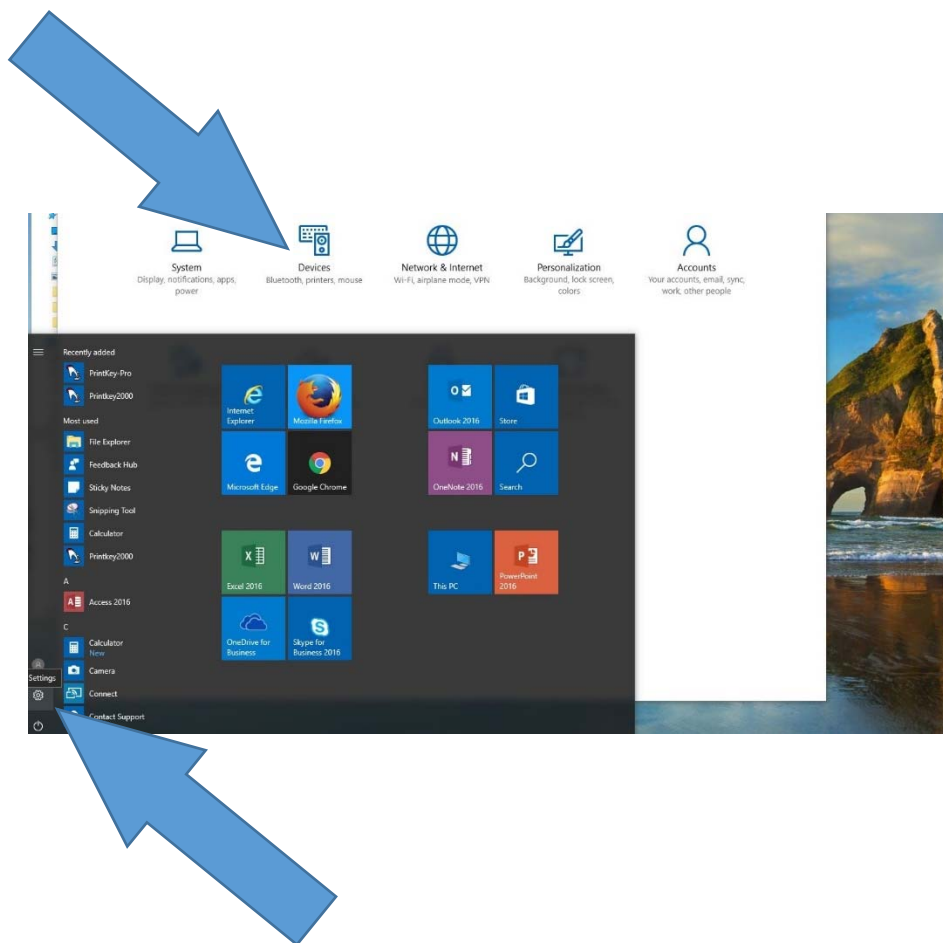
The installation process, downloading the drivers and finishing the set-up will only take few moments.
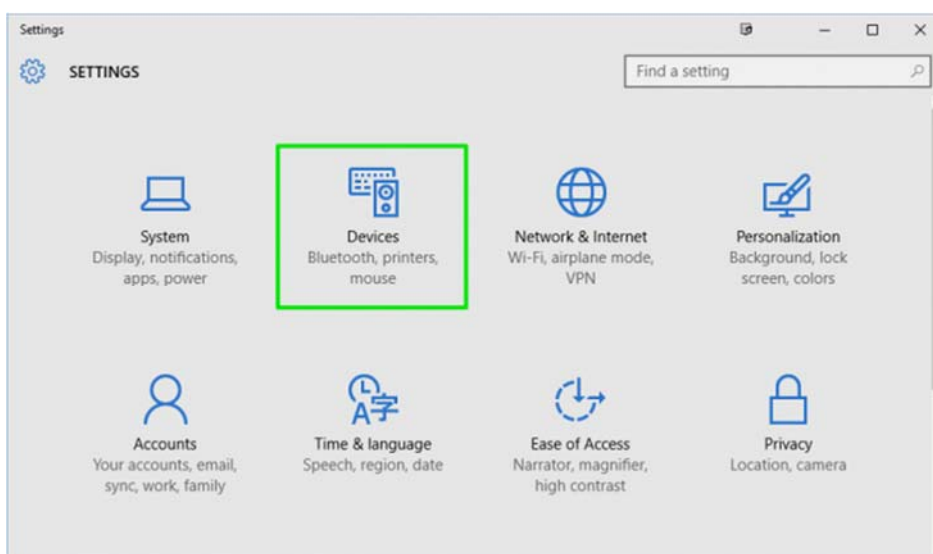

The new Printer is showing up on your system now and you can designate the "Set as Default" option by click on the highlighted field.

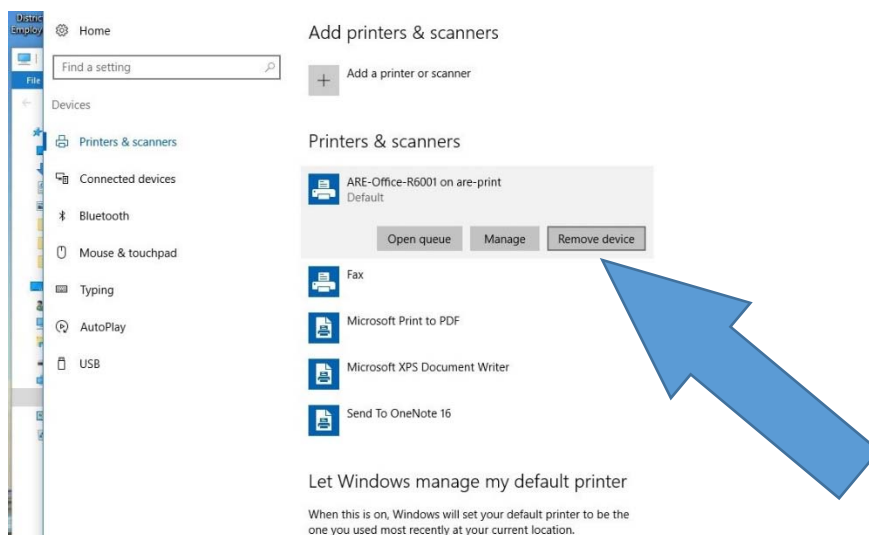Once the process is complete, you can see your new added Printer under the list of Devices

Click Devices, and then "Printers and scanners"

In the circumstances, that a certain printer is no longer needed, this is "How to" remove it.

Open Start, enter "Devices" select it from the list of results, and select your printer.

Then select Remove device at the top of the screen.

Maple Ridge & Pitt Meadows School District 42 list of the Print Server names:

Elementary Schools

Albion Elementary	al-print
Alexander Robinson	are-print
Alouette Elementary	at-print
Blue Mountain Elementary	bm-print
Connex Alternate Education	connex-print
Davie Jones Elementary	dj-print
Edith McDermott	eme-print
Environmental School	el-print
Eric Langton Elementary	el-print
Fairview Elementary	fa-print
Glenwood Elementary	gl-print
Golden Ears Elementary	ge-print
Hammond Elementary	ha-print
Harry Hooge Elementary	hh-print
Highland Park Elementary	hp-print
Kanaka Creek Elementary	kce-print
Laity View Elementary	lv-print
Maple Ridge Elementary	mre-print
Pitt Meadows Elementary	pme-print
Webster's Corners	al-print
Whonnock Elementary	wh-print
Yennadon Elementary	yen-print

Secondary Schools

Garibaldi Secondary	gss-print
Maple Ridge Secondary	mrss-print
Pitt Meadows Secondary	pmss-print
Samuel Robertson Technical	srt-print
Thomas Haney Secondary	thss-print
Westview Secondary	wss-print
Ridge Meadows College	rsc-print