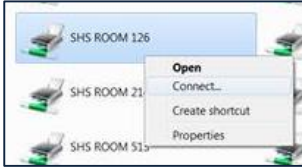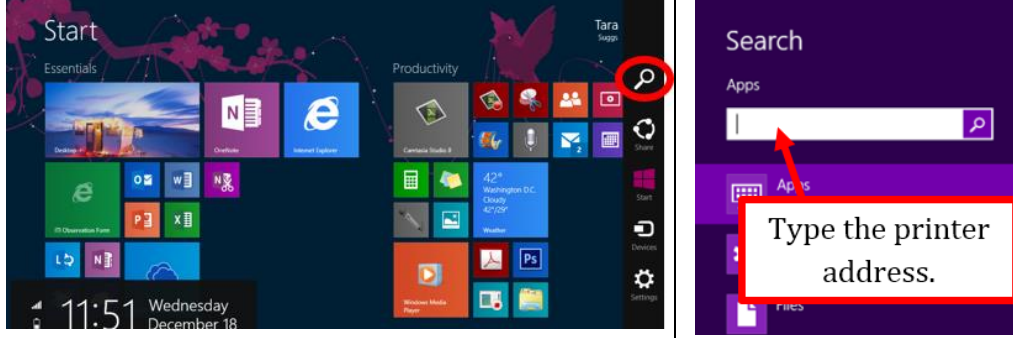# Adding a Printer on Windows 7

1. Click on the **Start button**.
2. Type the applicable printer address in the search field.
3. Press enter.

	Printer Addresses
1. Click Start button. 2. Type the printer address	If on the school/district network, click the applicable link below to quickly add a printer. DO = \\tuhsdprtsrv\ CCHS = \\chsprintsrv\ LCHS = \\lhsprintsrv\ SLHS = \\shsprintsrv\ TUHS = \\thsprintsrv\ WHS = \\whsprintsrv\
A window will appear with available printers. 4. Choose a printer and then right-click > **Connect** (or double-click on the printer icon). SHS ROOM 126 — Open / Connect… / Create shortcut / Properties SHS ROOM 21 SHS ROOM 51	*Note: Each printer is labeled by department or physical location (room number or building number).* A printer driver will begin to install. Once it completes the installation you will be connected to the printer, and you can close the printer window.

Adding a Printer on Windows 8 / Helix Laptop

1. Click on the Windows key.
2. Type the applicable printer address while on the Start Screen.
3. Press enter.

-Or-

1. Swipe from the right edge of the screen to show the **Windows Charms**.
2. Tap on the **Search** charm. [Search]
3. Type the printer address in the search field and then press enter.

		Printer Addresses
	Type the printer address.	If on the school/district network, click the applicable link below to quickly add a printer. DO = \\tuhsdprtsrv\ CCHS = \\chsprintsrv\ LCHS = \\lhsprintsrv\ SLHS = \\shsprintsrv\ TUHS = \\thsprintsrv\ WHS = \\whsprintsrv\
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