

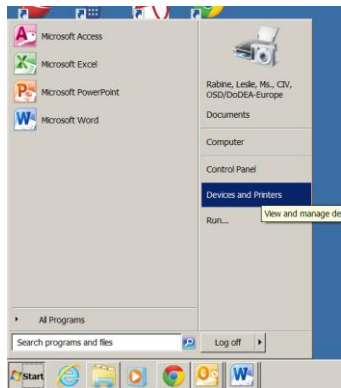
Student Directions to Add the Cafeteria Printer as the Default Printer

The cafeteria printer has been set up and is available to students to print on a limited basis. Here are the guidelines:

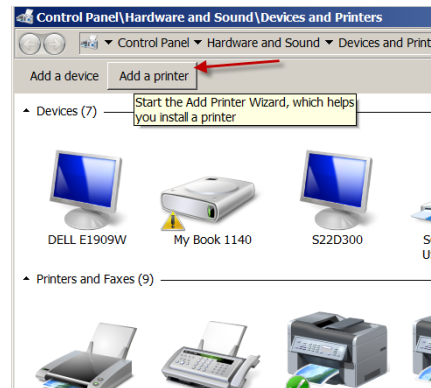
1. Consider sharing your document or emailing it rather than printing.
2. **You must be present in the cafeteria to print. Hours for printing are in the morning before school and lunch.**
3. If you print and you have problems, such as printer jam or need more paper, seek assistance from an adult.

Here are the steps to connect to the printer.

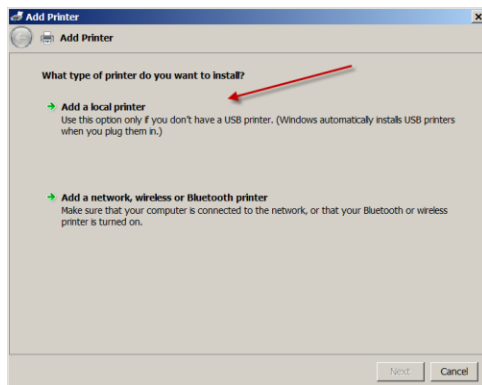
Click on Start and Devices and Printers.



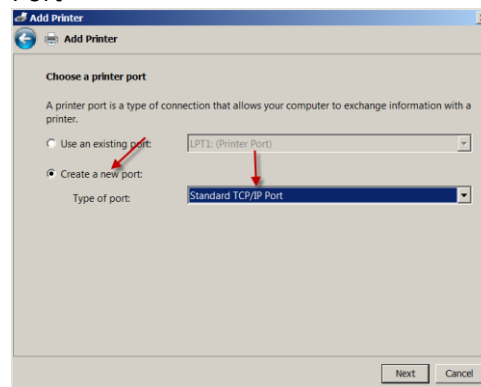
Click on Add Printer.



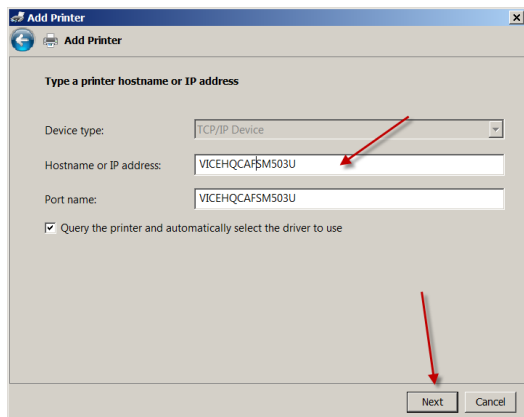
Select Add a Local Printer



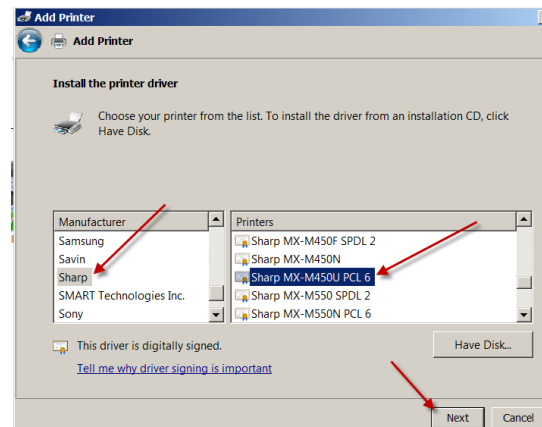
Click Create New Port. Select Standard TCP/IP Port



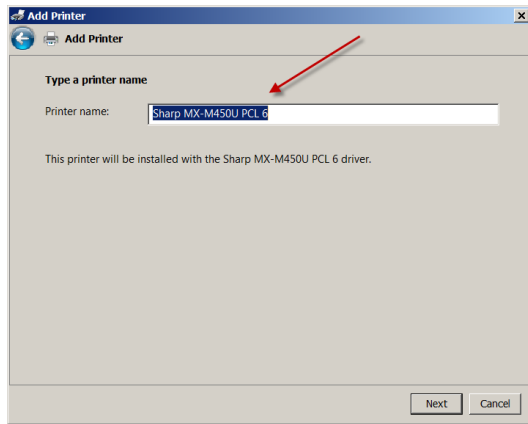
Hostname or IP Address, input VICEHQCAF5M503U. Ensure Query the printer is selected. Click Next.



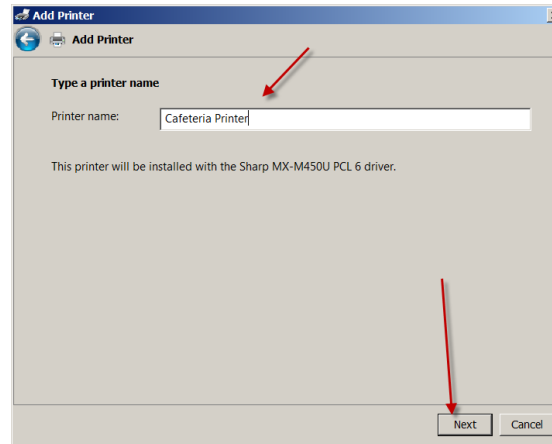
On the left, scroll down to select Sharp. On the Right, scroll down to select Sharp MX-M450U-PCL-6



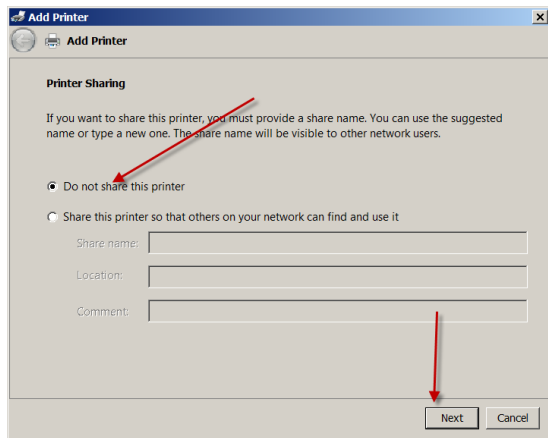
See the printer name? You are going to change it to Cafeteria Printer



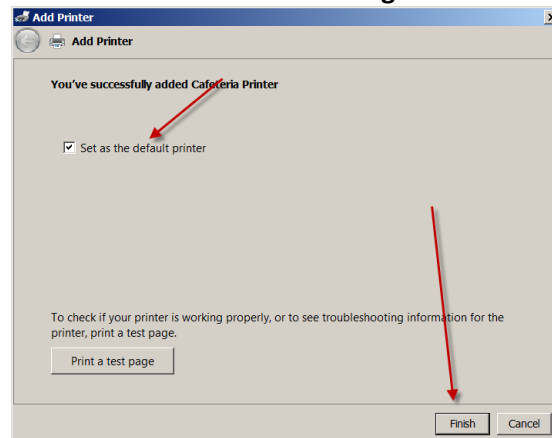
Change the printer name to Cafeteria Printer and click on Next



Select Do Not Share this printer and click on Next.



Select Set as Default Printer and click on Finish. DO NOT Print a TEST Page!



You should now see the Cafeteria Printer as your default printer

