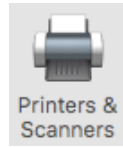


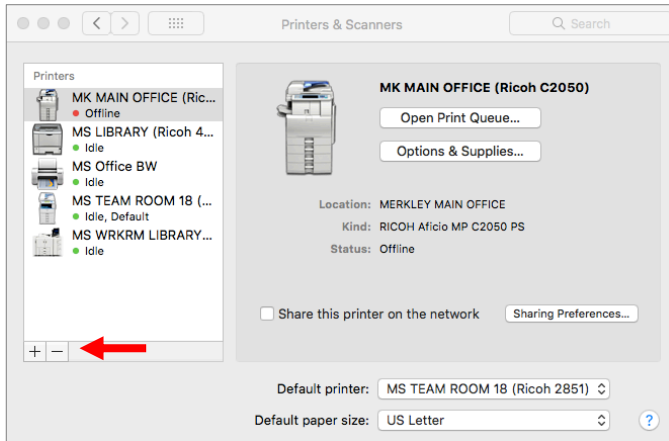
# ADDING PRINTERS TO YOUR MACBOOK



Open **System Preferences**

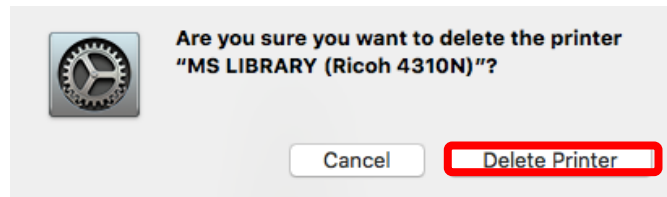


Click on **Printers and Scanners**



Delete your current printers by clicking on them and clicking – [minus]

Then click **Delete Printer**



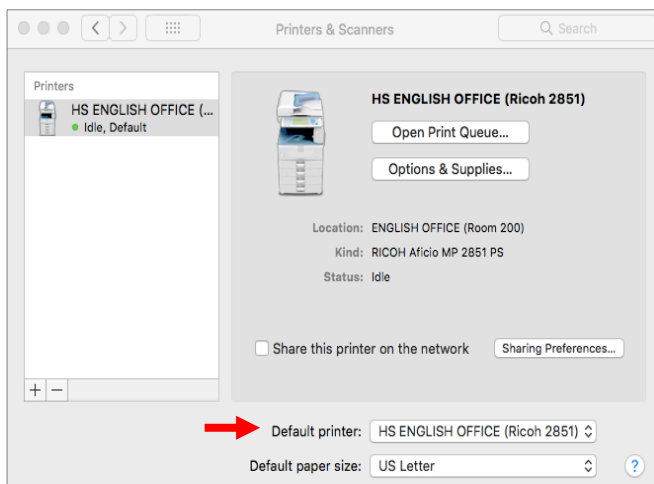
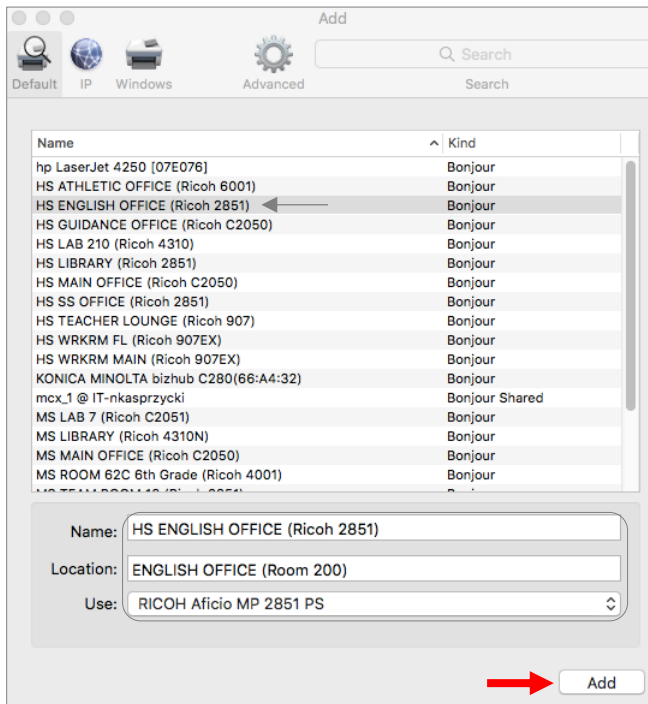
Now click the + [plus] sign to add your printers.

A list of printers for the current school will display.

Select by clicking on the printer closest to your classroom.

The Name:, Location: Use: fields will automatically populate.

Next click **Add**



You can change the **Default printer** to the printer you just added or you can leave it as **Last printer used**.