Adding a Network Printer to a Student Account on a Chrome Book

Before you print or when you get ready to print:

- 1. Google browser
- 2. Click "Print" from the upper right hand corner menu
- 3. Click Down Arrow of "Destination" box
- 4. Click "Manage"
- 5. Click "Printer"
- 6. Click "Add Printer"
- 7. Add a printer manually:
 - a. Under "Name and Address", type the network printer you want (i.e. bhslibPrinter C or bhslibPrinter).
 - b. Click "Add"
 - c. Go to your document
 - d. Go to "File"
 - e. Click "Print" (when you are ready to print)
 - f. Click "Print Destination", Look for the printer you just added.
 - g. Click on the printer name (i.e. bhslibPrinter C or bhslibPrinter). BEFORE printing, make sure the printer you want is showing next to "Destination".
 - h. Click "Print"

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