Network Printer Installation via UNITY

Log into UNITY from the computer on which you wish to install a printer. (You cannot install a printer remotely to another computer.)

From your UNITY homepage, click Install a Printer.

For *Site*, make sure *South Forsyth High* is selected. Click **Next** >> at the bottom of the window.

UNITY will be able to automatically find the computer on which you are working. Click the Find Me! button; it may take a few minutes to identify your computer.

Once your computer is found (the computer name will be in the box), click Next >> at the bottom of the window.

Next, choose the printer you wish to install. Use the scrollbar to the right of the list to find additional printers.

If the printer you are attempting to install requires a password, enter it in the box that —

appears below the list of printers. (Printers that require no installation password will not show the password box when they are selected.)

Tell UNITY whether this should be your default printer, and click Next >>.

UNITY will show you a summary of your choices; if correct, click Install This Printer at the bottom of the screen.

> You should see a progress bar appears as UNITY adds your printer installation to the installation queue.

Once completed (it may take quite a while), you'll see a black box appear which will run some code. Eventually, you'll get a dialog box saying your printer is installed. Click OK and you're done!



Step 5 of 5 - Review and Installation

HP LaserJet 4250 PCL 6

SEHS_MC.4250

STH520BOPRN

e Previous matali This Printer

Repeat for any additional printers.



Find Me! SFHS2080PRN

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WHE-LEE-PERC	BOOM ING	HE CARP LANKING KITTI HEL II	South Ferry/D High	
3705-108-4256	Access 1 line	HP Lawrint KIDD PDL 6	South Farsanth High	
\$7(5-110) 3800C	ROOM 1345 COURT	HP Color Lawer Lett 2000 PCL II	South Farryth Hall-	
5FH5-1110-8108	Office 1110	HP Laser Not 8200 Server PCLD	Smith Facards High	
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3945-1189-1876	Office 1169	Bucher W. 2014/10705 series	South Ferrards right	



Keview the information and install

your printer.

Printer Name:

Printer Type:

Set As Default:

Destination Computer

CICK the Find Mei putton to locate your computer in the dor NOTE: You will not have to click Find Me! again until you close

Click Next >>.