

Network Printer Installation via UNITY

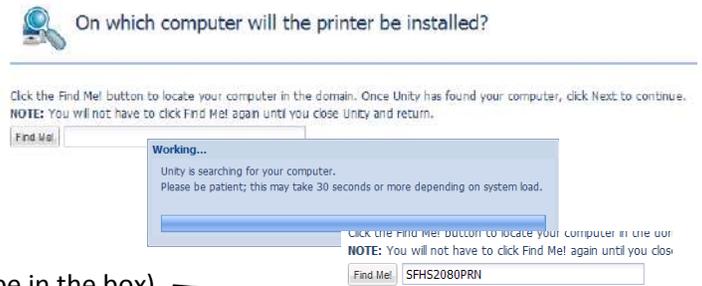
Log into UNITY from the computer on which you wish to install a printer. (You cannot install a printer remotely to another computer.)

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.

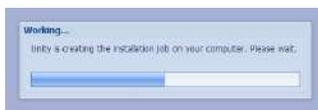
If the printer you are attempting to install requires a password, enter it in the box that appears below the list of printers. (Printers that require no installation password will not show the password box when they are selected.)

Click **Next >>**.



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!

Repeat for any additional printers.

