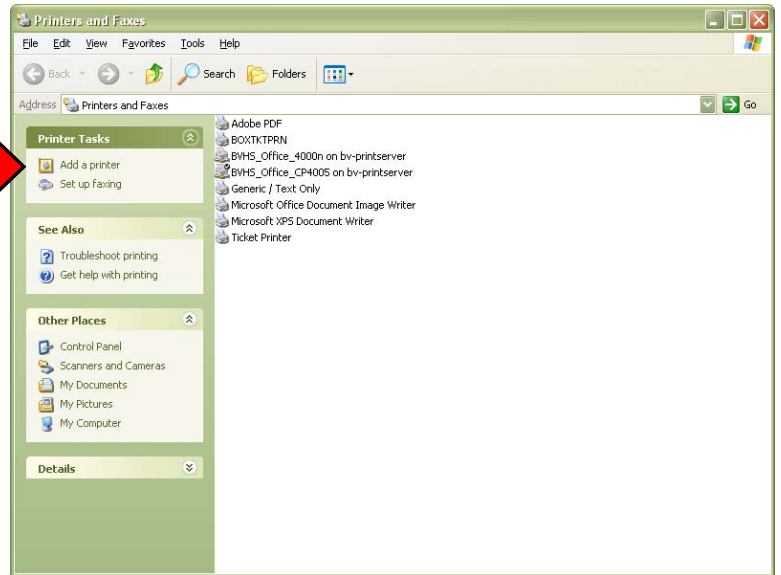


Under "Start" click on "Printers and Faxes".

Click "Add a Printer"

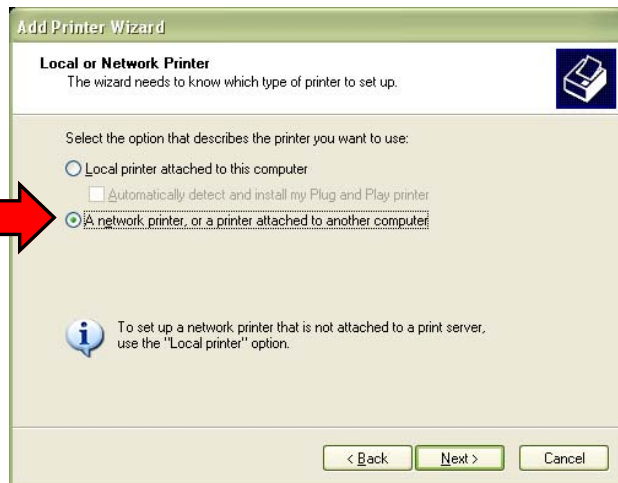


Click "Next"



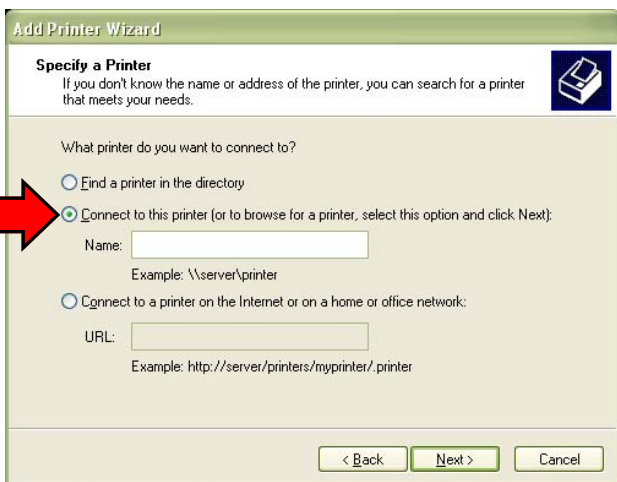
Choose "A Network printer, or a printer attached to another computer".

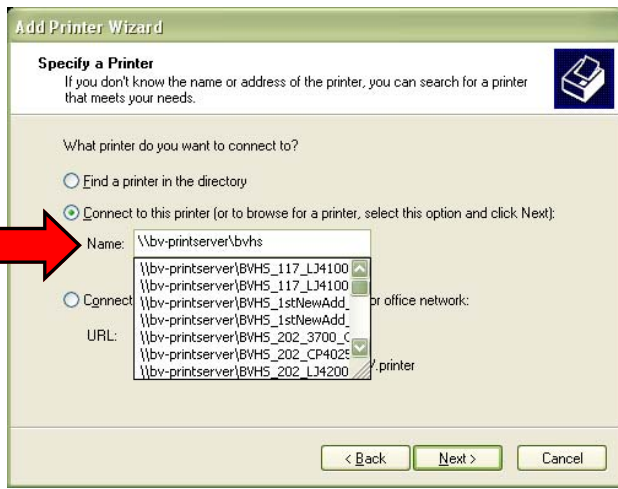
Then Click "Next"



Choose "Connect to this printer"

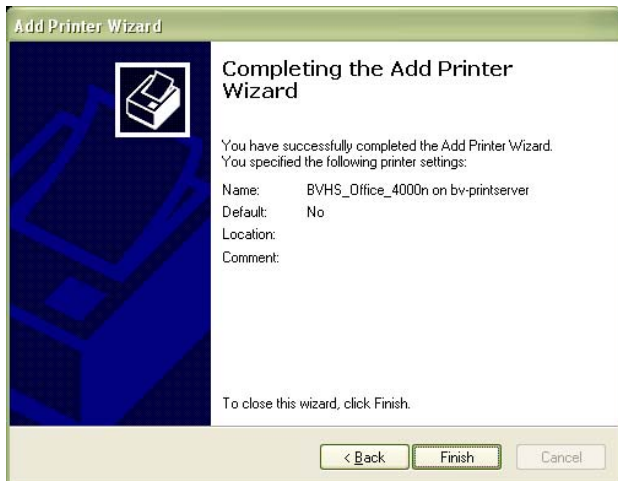
Type \\bv-printserver\ + the school "code". Example of school codes: BE, FAE, VSE, RBE, BVHS, and BVMS





Once you finish typing the school code you will see a list of printers you can select from. Choose the printer you want and hit next.

Choose whether you want to have this printer as your default or not and hit "Next"



Hit finish and repeat for any other printers you would like to add.