Adding and Connecting to District printers from your computer

If you need to add or connect to a printer on your laptop follow these steps

1) Click the Blue Internet explorer icon on your Windows Desktop lower left tool bar



2) On the <u>http://rps-fp</u> webpage click the **RPS Printers** Icon



 Select your school from the Top TAB Click the name of the printer you would like to connect to

RPS Printers	
BOE HBS RMS TBS WHS	
RMS	
RMS Computer Lab Rm 111 HP Color Laser CP2025 RMS Guidance Color Laser	<u>RMS-RM311</u> <u>RMS-RM312</u>

4) Click Connect

Click YES on Add Printer Connection

