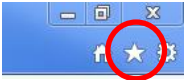


INSTALLING PRINTERS HOW TO (installation on Pike County Schools Resources Only – will not work on home computers)

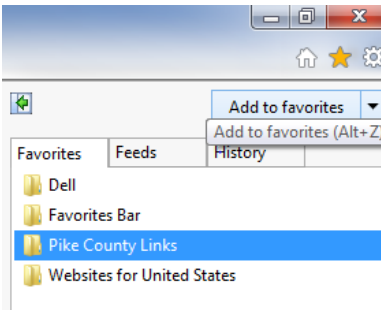
Open a Web Page:



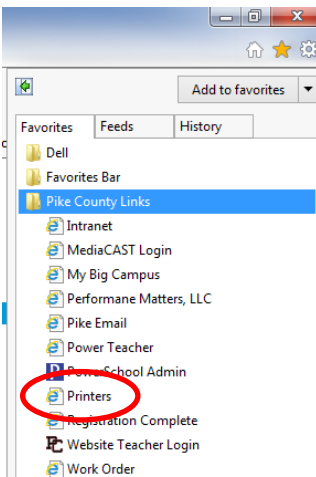
On any webpage click on the Star in the upper right corner – FAVORITES:



Click on Pike County Links



Click on Printers:



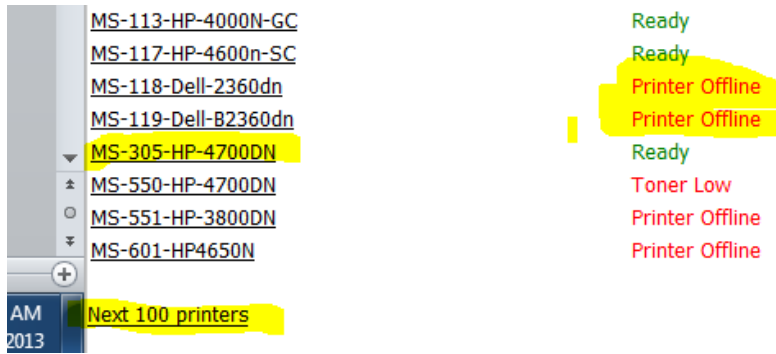
The “All Printers on tc-print page will open:



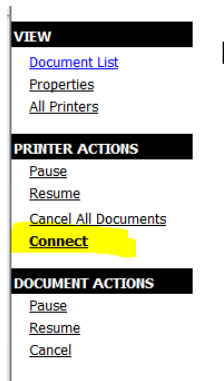
All Printers on tc-print

Name	Status	Location	Jobs	Model
CO-ADM-ID-HP-3600DN	Printer Offline	CO-Receptionist	1	HP Color LaserJet 3600
CO-CUR-HP-5550DN	Toner Low	CO-Cur	0	HP Color LaserJet 5550 PCL 5
CO-DIXIE-HP-CP3505	Printer Low	Sup. Secretary	0	HP Color LaserJet CP3505 PCL6
CO-FIN-DELL-300	Ready		0	Dell 3330dn Laser Printer
CO-FIN-DELL-300	Ready		0	Dell 3330dn Laser Printer
CO-HR-HP-3505	Toner Low	Human Resources	0	HP Color LaserJet CP3505 PCL6
PS-REC-HP-3300N	Printer Offline		0	HP LaserJet 2300 Series PS
CO-HR-HP-CP3505	Printer Low	Human Resources	0	HP Color LaserJet CP3505 PCL6
CO-SNP-5330DN	Ready		0	Dell 5330dn Mono Laser Printer
CO-SNP-Manager	Ready	SNP	0	HP Color LaserJet 4600 PCL6
CO-Sped Starting-HP 3800	Printer Offline	Starting	0	HP Color LaserJet 3800 PS
DiceSecur	Ready		0	Generic / Text Only
ES-401-HP-4650	Printer Offline	ES-401	0	HP Color LaserJet 4650 PCL 5
ES-403-HP-P1606DN	Printer Offline		0	HP LaserJet Professional P1606dn
ES-405-HP-P1606DN	Printer Offline		0	HP LaserJet Professional P1606dn

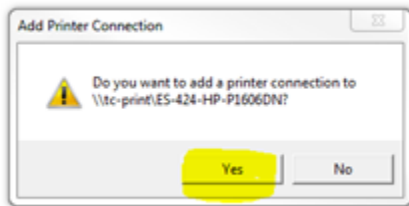
Find your printer and click – NOTE: THERE ARE TWO (2) PAGES OF PRINTERS – YOU MAY HAVE TO SCROLL ALL THE WAY TO THE BOTTOM AND CLICK ON THE “Next 100 Printers” in order to see yours. If it says “Printer Offline” the printer will not install properly and you should contact your building designee to have a work order submitted.



The printer page will open and you will click on the connect button:



Click Yes to install:



You will receive the following message when the printer has been installed:

Printer Installation

The printer has been installed on your machine

[Click here to open the printers folder on your machine](#)

The printer is automatically installed as your default printer.