

## **Adding a Network Printer to a Student Account on a Chrome Book**

Before you print or when you get ready to print:

1. Google browser
2. Click "Print" from the upper right hand corner menu
3. Click Down Arrow of "Destination" box
4. Click "Manage"
5. Click "Printer"
6. Click "Add Printer"
7. Add a printer manually:
  - a. Under "Name and Address", type the network printer you want (i.e. bhslibPrinter C or bhslibPrinter).
  - b. Click "Add"
  - c. Go to your document
  - d. Go to "File"
  - e. Click "Print" (when you are ready to print)
  - f. Click "Print Destination", Look for the printer you just added.
  - g. Click on the printer name (i.e. bhslibPrinter C or bhslibPrinter). BEFORE printing, make sure the printer you want is showing next to "Destination".
  - h. Click "Print"

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