RRGSD
TECHNOLOGY
DEPARTMENT

REFRESHING iPRINT CLIENT

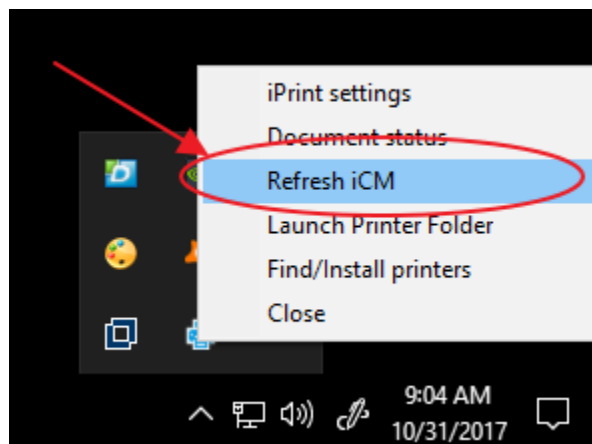# ROANOKE RAPIDS
GRADED SCHOOL DISTRICT

These are instructions for if you cannot see all of the copier/printers you are supposed to have access to. Please try refreshing your iPrint client.

1) Click the ^ icon to show the hidden icons. This is located at the bottom right of the task bar near the date and time.

2) Right click the Micro Focus iPrint Client icon.

3) Select Refresh iCM.

4) After a few seconds it should update your printer list with all of the printers you have access to.