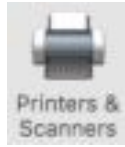
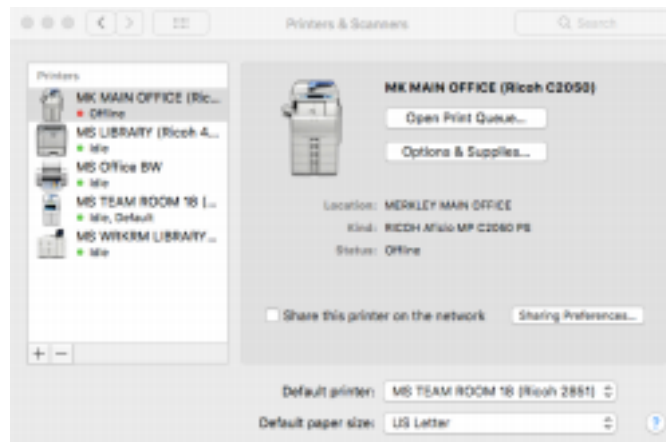




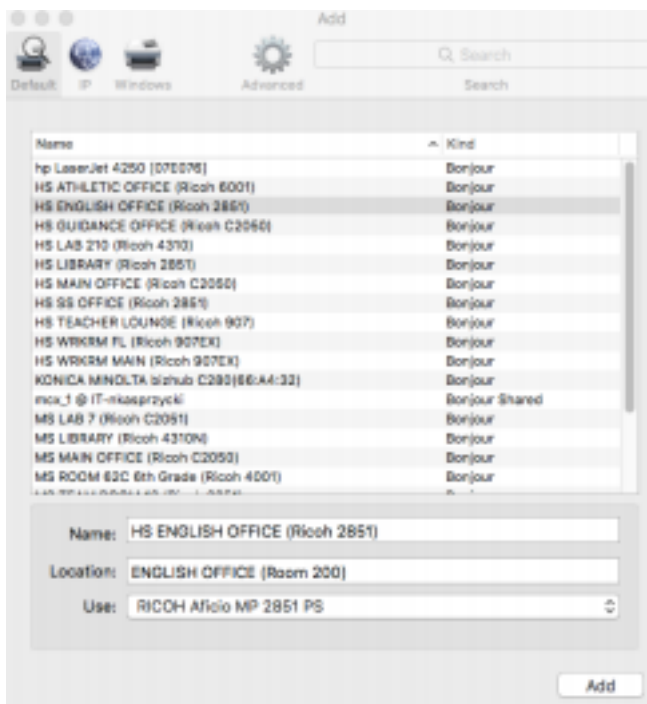
Open System Preferences



Click on Printers and Scanners



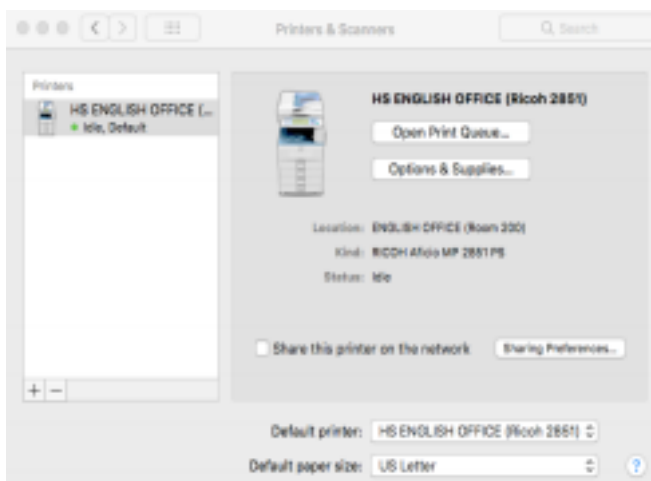
Click the + [plus] sign to add your printers.



A list of printers for the current school will display.

Select by clicking on the printer closest to your classroom.

The Name:, Location: Use: fields will automatically populate.  
Next click Add



You can change the Default printer to the printer you just added or you can leave it as Last printer used.