Oakland Schools Printer Install

Please follow the steps below to manually install your printers.

1. Find the name of the printer you wish to add by finding the label with the printer's name, i.e., OS-130-00 COPIER. Write this name down you will need it later
2. In the search box on the bottom left of your screen, type *osprintleo* and press enter
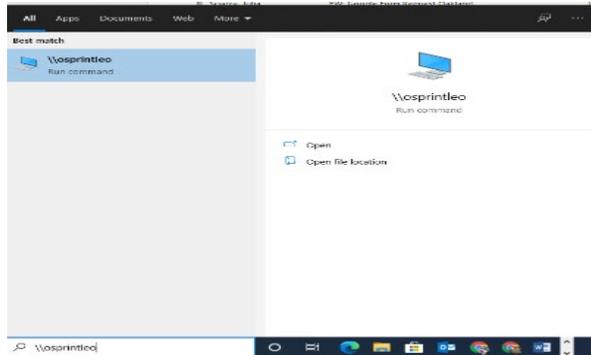
3. The window should look like similar to this. To install more than one printer follow steps 4 though 9
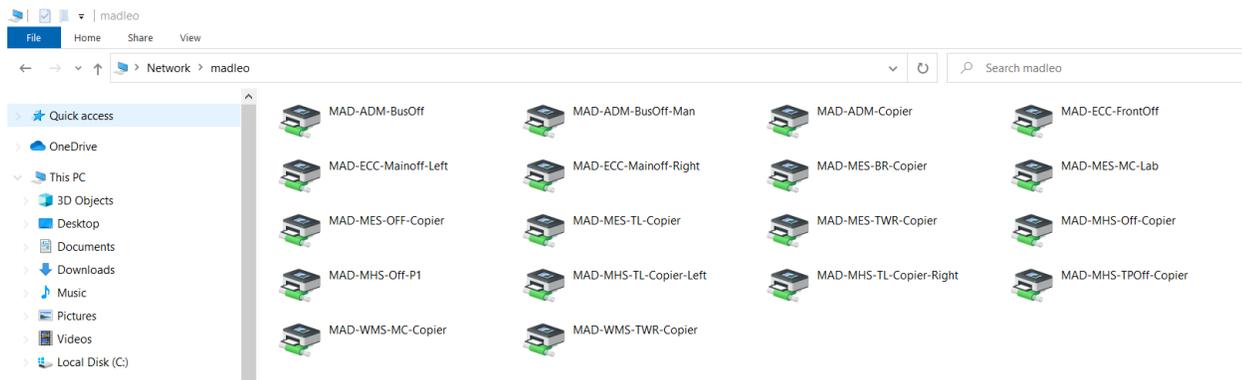
4. Find the printer name you wrote down in step 1 and right click on the printer and select connect
5. A window will open showing the progress of installing the printer. The window will close on its own after the printer has been added to your computer
6. Verify the printer has been added to the printers list by opening *Printers & Scanners* by typing Printers in the search box on the bottom left of your screen
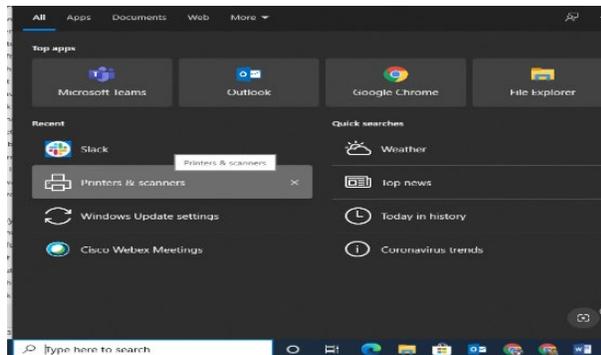
7. You can print a test page by clicking on the appropriate printer, select *Manager – Print a test page*