To map the printer to the Print Shop you will need to go to the Intranet main page in Share Point (http://intranet).

Below the "My Links" on the right hand side is a set of links titled "Useful Links". Look for the link to "Connect to an RCSD Printer."

Once you find the link, click on it to take you to the procedure page below.

Connect to an RCSD Printer

Click on your location in the list below

When the pop-up window appears, double-click on the desired printer.
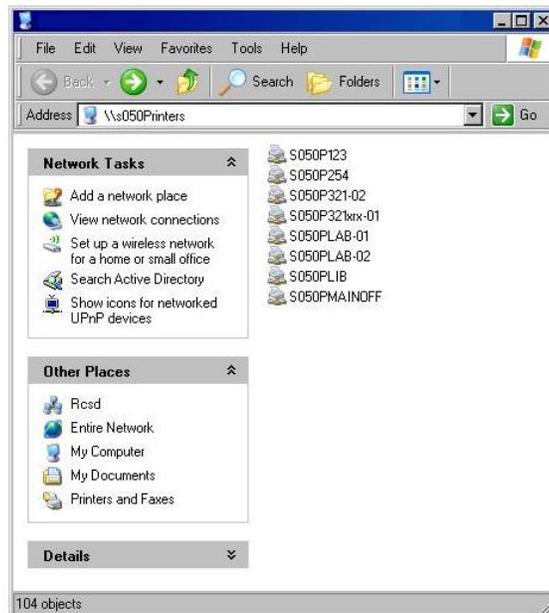
You will find the Print Shop at the bottom of the page under "Other Locations." That link will take you to the procedures for mapping the Print Shop printer.

Other Locations

Central Office
Print Shop
Hart Street
175 Martin Street
Service Center

You will need to follow all the procedures on that page. Once you have read through them, go to the bottom of the page and look for the link that says "**Click here to connect to the Print Shop.** " Once you click on it, it will add a printer that you will use just as you print to any printer in your building.

Make sure you follow the remaining procedures. They are added below for convenience. If you don't follow them, the Print Shop will not know where to return your print.

Print will be returned to you within 48 hours.

In the Printers and Faxes pop-up,
right-click the Print Shop printer S100PrintShop-01 and choose "Printing Preferences..."
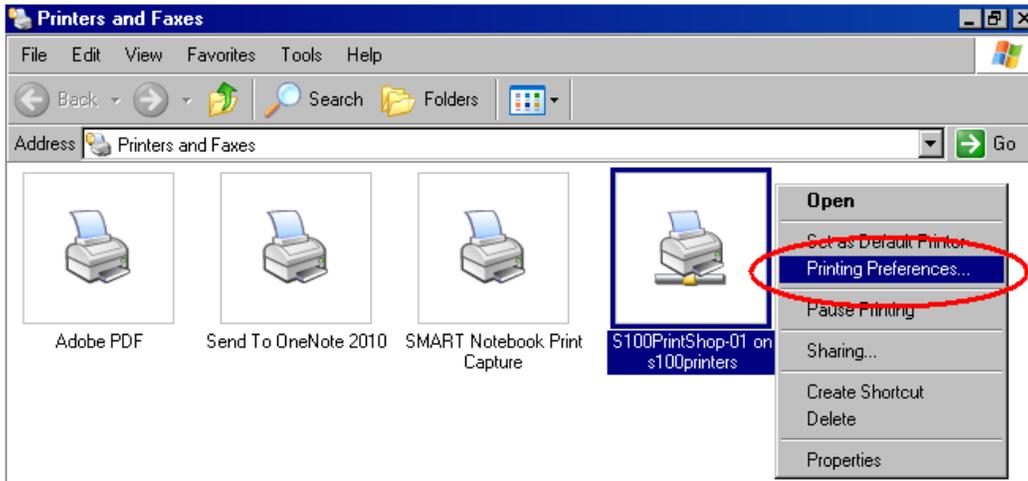
In the Preferences pop-up, click on the "Job Notes" tab and change the dots to your name and the school where you work
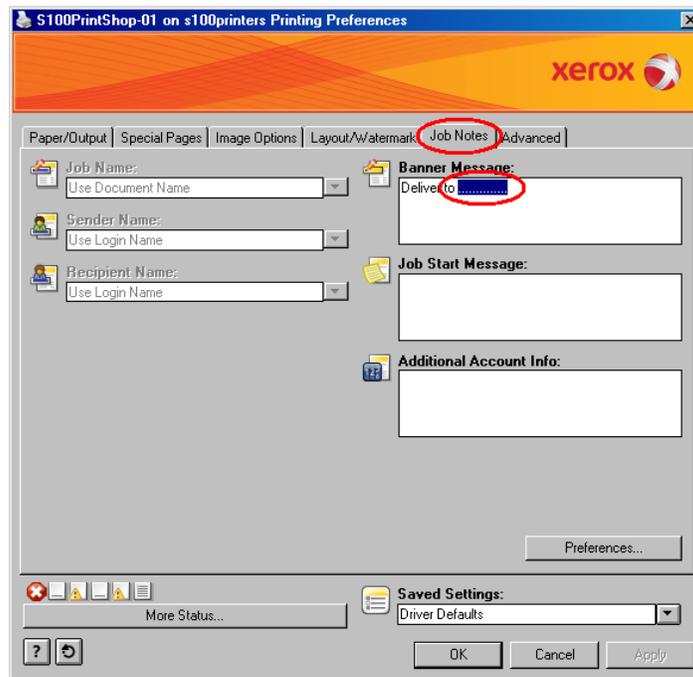
Click the "OK" button at the bottom of the Preferences pop-up. It is now safe to close all pop-ups.