

Students Adding the Library Printer on the Dell Venue Carts

Please follow the steps below to have your students print from the Dell Venues to the Library printer.

1. Log in as yourself (same as your Wi-Fi login)

Username = Student ID# (6-digit number)

Password = (1st two letters of first name w/first letter capitalized)(4-digit birth year)(1st two letters of last name w/first letter capitalized)(2-digit birth date)

Ex.- Fred Smith, 987654, Dec. 7, 1997 Username- 987654 Password- Fr1997Sm07

2. From the "Desktop" view, swipe left from OUTSIDE the right side of the screen.
3. Click on "Settings."
4. Click on "Control Panel."
5. Click on "Devices and Printers."
6. Click on "Add a Printer."
7. Click on "The printer that I want isn't listed."
8. "Find a Printer in the Directory" and then click "Next."
9. In the "Name" box, type in "GPHS" and then click "Find Now."
10. Select the "GPHS-Library" Printer (GPHSLXT640-007) and then click "Okay."
11. When you see "You've successfully added GPHSLXT640-007 on PrtSrv201.GPISD.ORG," click "Next."
12. Click on "Finish."

IMPORTANT

#1- This printer is now your default printer. PLEASE DO NOT PRINT TO THIS PRINTER UNLESS YOUR CLASS IS IN THE LIBRARY.

#2- Each time you log on to a computer or device for the FIRST TIME ONLY, you will need to complete this process to be able to print.

Please plan to reserve both a Dell Venue Cart and a Library Space in order to print.