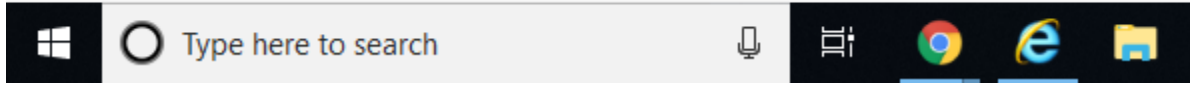


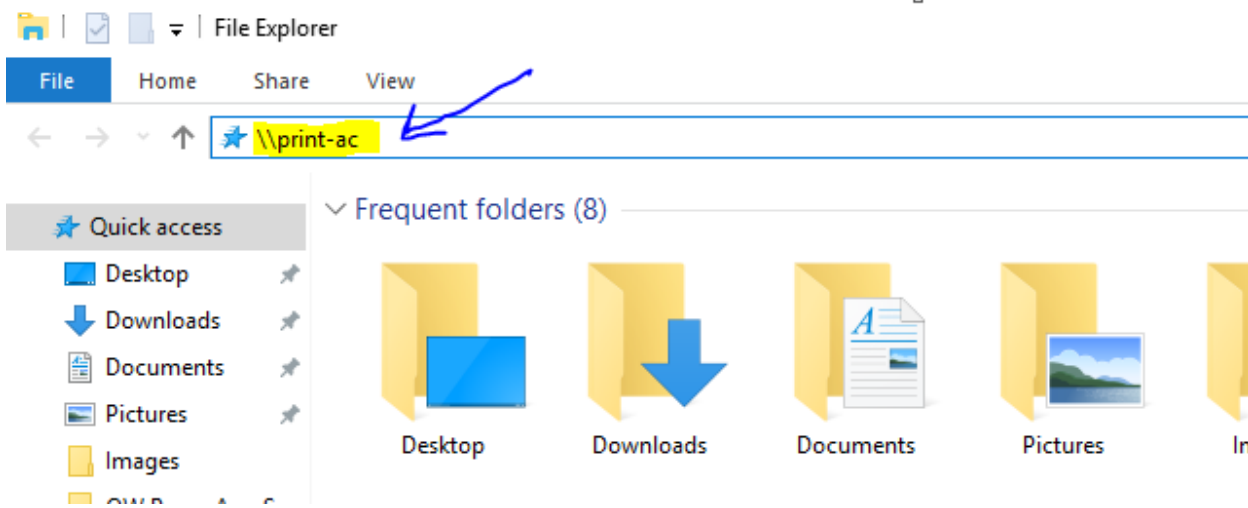
# Printing from Surface Pros

All staff will print from the Surface Pros using the instructions below.

1. Click on the File Explorer icon in your Taskbar to open a File Explorer window.

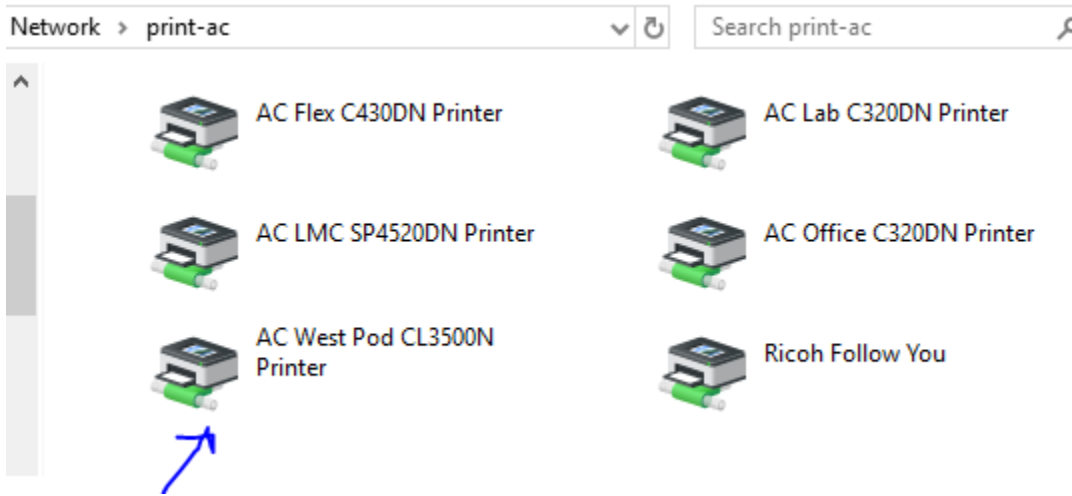


2. Copy/paste or type in the corresponding link below that matches your building location in the address bar of the File Explorer Window and hit Enter. For example for Arbor Creek you would copy/paste or type in <\\print-ac>

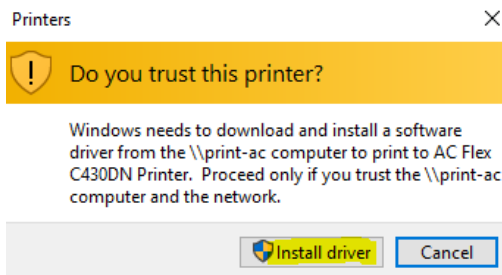


<b>Arbor Creek</b> <a href="\\print-ac">\\print-ac</a>	<b>Forest View</b> <a href="\\print-frv">\\print-frv</a>	<b>Madison Place</b> <a href="\\print-md">\\print-md</a>	<b>Ravenwood</b> <a href="\\print-rw">\\print-rw</a>	<b>Chisholm Trail</b> <a href="\\print-cst">\\print-cst</a>	<b>Olathe East</b> <a href="\\print-oe">\\print-oe</a>
<b>Bentwood</b> <a href="\\print-be">\\print-be</a>	<b>Fairview</b> <a href="\\print-fv">\\print-fv</a>	<b>Meadow Lane</b> <a href="\\print-prt">\\print-prt</a>	<b>Scarborough</b> <a href="\\print-sc">\\print-sc</a>	<b>California Trail</b> <a href="\\print-ct">\\print-ct</a>	<b>Olathe North</b> <a href="\\print-on">\\print-on</a>
<b>Black Bob</b> <a href="\\print-bb">\\print-bb</a>	<b>Green Springs</b> <a href="\\print-gs">\\print-gs</a>	<b>Manchester Park</b> <a href="\\print-mp">\\print-mp</a>	<b>Sunnyside</b> <a href="\\print-ss">\\print-ss</a>	<b>Frontier Trail</b> <a href="\\print-edc">\\print-edc</a>	<b>Olathe Northwest</b> <a href="\\print-onw">\\print-onw</a>
<b>Briarwood</b> <a href="\\print-edc">\\print-edc</a>	<b>Havencroft</b> <a href="\\print-hc">\\print-hc</a>	<b>Northview</b> <a href="\\print-nv">\\print-nv</a>	<b>Tomahawk</b> <a href="\\print-th">\\print-th</a>	<b>Indian Trail</b> <a href="\\print-os">\\print-os</a>	<b>Olathe South</b> <a href="\\print-os">\\print-os</a>
<b>Brougham</b> <a href="\\print-br">\\print-br</a>	<b>Heatherstone</b> <a href="\\print-os">\\print-os</a>	<b>Pleasant Ridge</b> <a href="\\print-pr">\\print-pr</a>	<b>Walnut Grove</b> <a href="\\print-wg">\\print-wg</a>	<b>Mission Trail</b> <a href="\\print-mt">\\print-mt</a>	<b>Olathe West</b> <a href="\\print-ow">\\print-ow</a>
<b>Cedar Creek</b> <a href="\\print-cc">\\print-cc</a>	<b>Heritage</b> <a href="\\print-ht">\\print-ht</a>	<b>Prairie Center</b> <a href="\\print-pc">\\print-pc</a>	<b>Washington</b> <a href="\\print-sft">\\print-sft</a>	<b>Oregon Trail</b> <a href="\\print-wdt">\\print-wdt</a>	<b>EDC/FPC/IRC/TSC</b> <a href="\\print-edc">\\print-edc</a>
<b>Central</b> <a href="\\print-ce">\\print-ce</a>	<b>Indian Creek</b> <a href="\\print-ic">\\print-ic</a>	<b>Regency Place</b> <a href="\\print-rp">\\print-rp</a>	<b>Woodland</b> <a href="\\print-wl">\\print-wl</a>	<b>Prairie Trail</b> <a href="\\print-prt">\\print-prt</a>	<b>Mill Creek</b> <a href="\\print-mcc">\\print-mcc</a>
<b>Countryside</b> <a href="\\print-cs">\\print-cs</a>	<b>Mahaffie</b> <a href="\\print-ma">\\print-ma</a>	<b>Ridgeview</b> <a href="\\print-rv">\\print-rv</a>	<b>Westview</b> <a href="\\print-wv">\\print-wv</a>	<b>Pioneer Trail</b> <a href="\\print-pt">\\print-pt</a>	<b>Campus</b> <a href="\\print-mcc">\\print-mcc</a>
<b>Clearwater</b> <a href="\\print-wdt">\\print-wdt</a>	<b>Millbrooke</b> <a href="\\print-mb">\\print-mb</a>	<b>Rolling Ridge</b> <a href="\\print-rr">\\print-rr</a>		<b>Santa Fe Trail</b> <a href="\\print-sft">\\print-sft</a>	<b>HLC/HMC</b> <a href="\\print-wdt">\\print-wdt</a>
				<b>Summit Trail</b> <a href="\\print-st">\\print-st</a>	

- This will open a window that will display your building's printers. From here you just need to double click on the printer you want to install.



- Click Install Driver



- If you're prompted to allow "this device to make changes" click Yes
- The printer should now be installed and available to print.

