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



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."

Useful Links
Academic Standards and Assessment Procedures
Chancery SMS Access Request System
Citrix - external access to RCSD network
Common Core Instructional Guides
Connect to an RCSD Printer
Data Request Form
DRA
Element K - e-Learning Web Site
Excellus
Help Desk Knowledge Base
Helpdesk FAQ
Manage Substitute Clericals (SMS)
P-Card - M & T Bank (CentreSuite)
PeopleSoft & Chancery eLearning
PeopleSoft Financials Access Form
RCSD Literacy Standards Handbooks
Rochester Curriculum
Safe School and Whistleblower Hotline
SMS Reference Library
Software Request Form
Welligent (for Nurses at Schools)

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.



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

崣 S100PrintShop-01 on s100printers Printing Pref	erences X
	xerox 🔊
Paper/Output Special Pages Image Options Layout/	Watermark Job Notes Advanced
Job Name: Use Document Name	Banner Messane: Delive to mmm
Use Login Name	
Recipient Name: Use Login Name	Job Start Message:
	Additional Account Info:
	Preferences
Image: A Ima	Saved Settings: Driver Defaults
? •	OK Cancel Apply

Click the "OK" button at the bottom of the Preferences pop-up. It is now safe to close all pop-ups.