Connecting to a RCSD Printer

To map the printer to a RCSD printer 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.”
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.

Scroll down to select your school.

Choose your school from the list below

Elementary Schools
001  Martin B. Anderson
002  Clara Barton
003  Nathaniel Rochester Community School
003  Nathaniel Rochester Community School
004  George Mather Forbes
005  John Williams
006  Dag Hammarskjold
007  Virgil I. Grissom
008  Roberto Clemente
009  Dr. Martin Luther King, Jr.
010  Dr. Walter Cooper Academy
012  James P.B. Duffy
014  Chester Dewey
015  The Children's School of Rochester
016  John Walton Spencer
017  Enrico Fermi
019  Dr. Charles T. Lunsford
020  Henry Lomb
022  Lincoln

Right Click on the printer then click on “connect”.

You are now able to select that printer.
**** To set a printer as your default printer****

Start

Devices and Printers

Right-click on printer

Click on Set as Default Printer

Now this is the printer your print jobs will be sent to automatically – if you want them to go to a different printer, you will need to select a different printer.