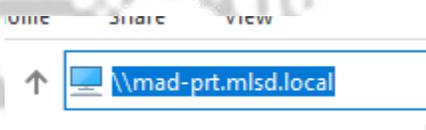# INSTALLING PRINTERS IN ACTIVE DIRECTORY

NOTE: This is only for Windows PCs/Laptops. This process will not work on a Chromebook.
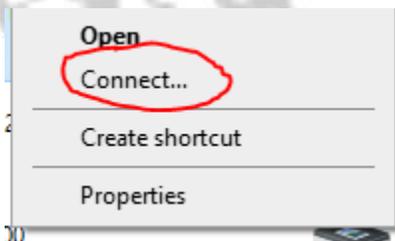
1. Open File Explorer

2. In the navigation bar, type **\\mad-prt.mlsd.local** and press Enter

3. Find the printer you wish to install in the list. Right click the printer and click **Connect**.

4. The printer is now installed on your system and can be used.