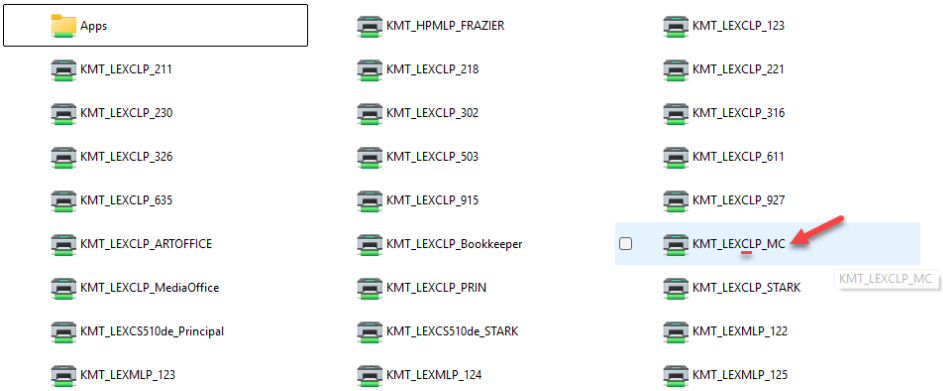
Adding a Printer to KMHS Library Desktop Computers

1. Type **\\kmtfps1** in the Windows search box, then press **Enter**
(or copy: \\kmtfps1 and paste in search)

2. Double click on the name of the desired printer
   - Black toner: KMT_LEXMLP_MC ($.10/sheet)
   - Color toner: KMT_LEXCLP_MC ($.50/sheet)



3. Close any print dialog box that is open from before you added the printer and restart your print job to find the printer you just added!

4. Pay for your print job at the front counter using cash or MyPayments Plus. Let staff know if you sent a color print job or large black and white job, so they will release it to be printed.