

**How to use the files to:**

1. Add a Printer
2. Connect to a Shared drive
3. Connect to HRMIS
4. Get to Bookit
5. Get to the Tablet database
6. Open SIS

**Easiest way without copying to your device:**

- Click on the link
- Click on Open
- When the folder opens, double click the Shortcut

**Copying to your device:**

- Click on the link
- Click on Open
- When the folder opens, select the Shortcut and paste it onto your Desktop or H: drive