

INSTALLING PRINTERS

Using Agency printers is easy. We follow a naming convention that... There are also maps located near a printer that will let you know where... on the network; depending on the printer, capabilities are different... multi-function scan/copy/fax/print devices.

Type in the name of the printer in whole or in part and click **"Find Now."** It can also be left blank to display all Agency printers.

To Connect to an Agency Printer:	
1.	Click on the Start Menu
2.	Click <i>"Printers and Faxes"</i>
3.	Click <i>"Add a Printer"</i>
4.	Follow the prompts until you are asked to <i>"Find a printer in the directory"</i> and click <i>"Next."</i>

