

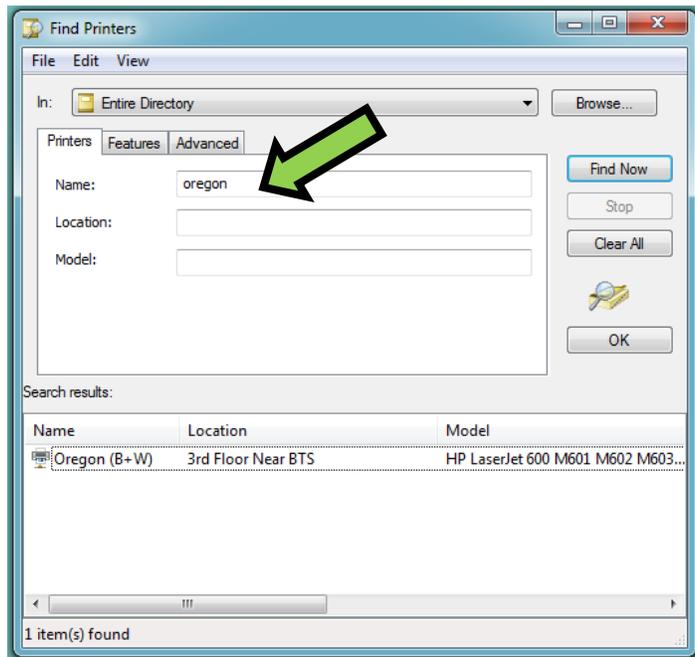
PRINTER INSTALLATION (WIN7)

Installing a network in Windows 7 is simple. The naming convention follows the names of States and Territories; you can also find maps that show where other printers can be found throughout the agency. Printers have different capabilities: most print on both sides of the paper, there are both black + white and color printers as well as multifunction scan/copy/fax/print devices.

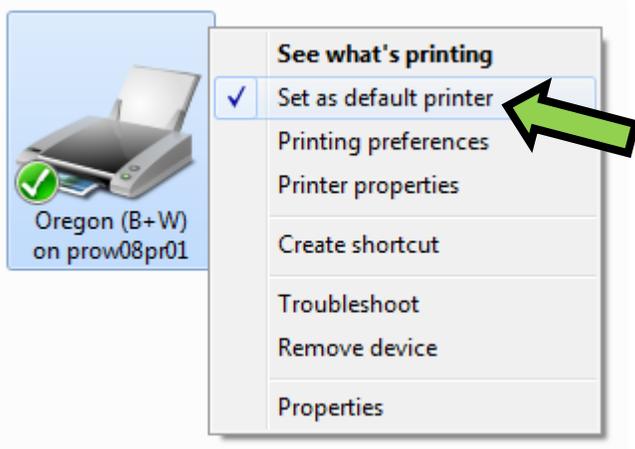
Connect to a Network Printer

1. Click on the Start Menu
2. Click "Devices and Printers"
3. Click "Add a printer"
4. Choose "Add a network..." printer
5. Select a printer from the list

Selecting "The printer I want isn't listed," will open this window, where you can search by name to find the printer you are looking for.



CHANGING YOUR DEFAULT PRINTER



From the Start Menu and selecting "Devices and Printers" will display all of your printers and other devices connected to your machine.

Right click your printer and one of the options you'll have is "Set as default printer."