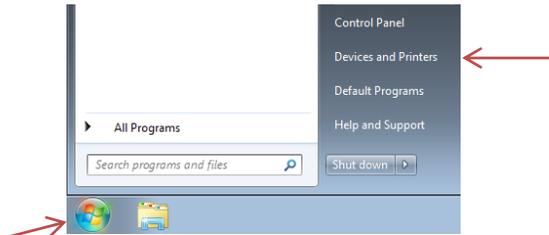


WINDOWS 7:

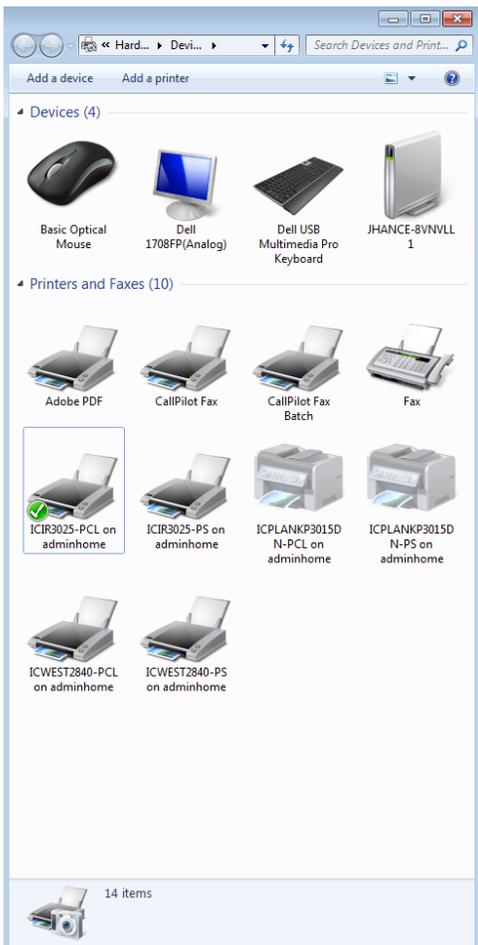
Instructions for Installing New Printers

Go to the Start button

Click Devices and Printers

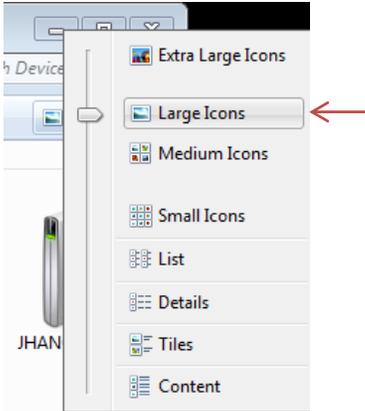


Keep the Devices and Printers window up. Resize it so that it fits half of your screen.

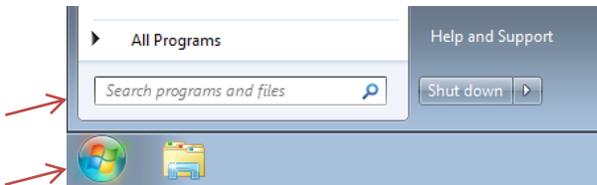


This screenshot is just an example. Your printers will be different.

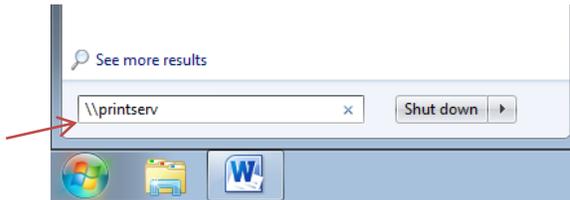
To change your view settings, click on the Change your view button as seen below and choose Large Icons.



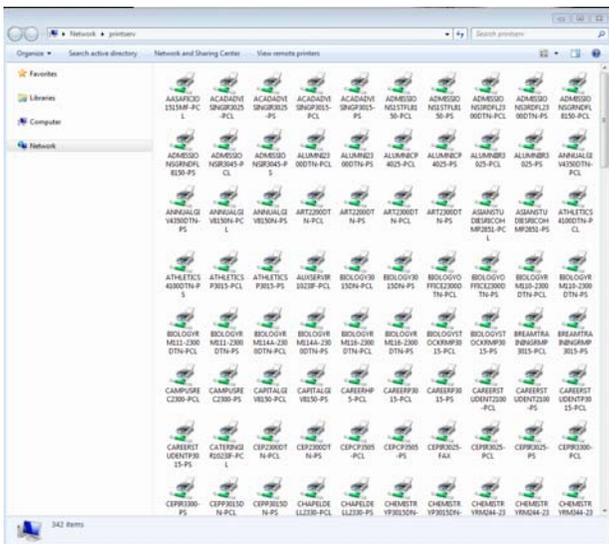
Go to Start button.



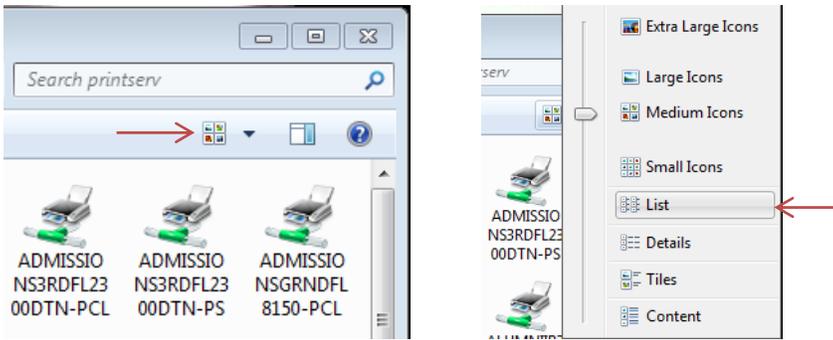
In the "Search programs and files" box enter `\\printerv` and hit the enter key.



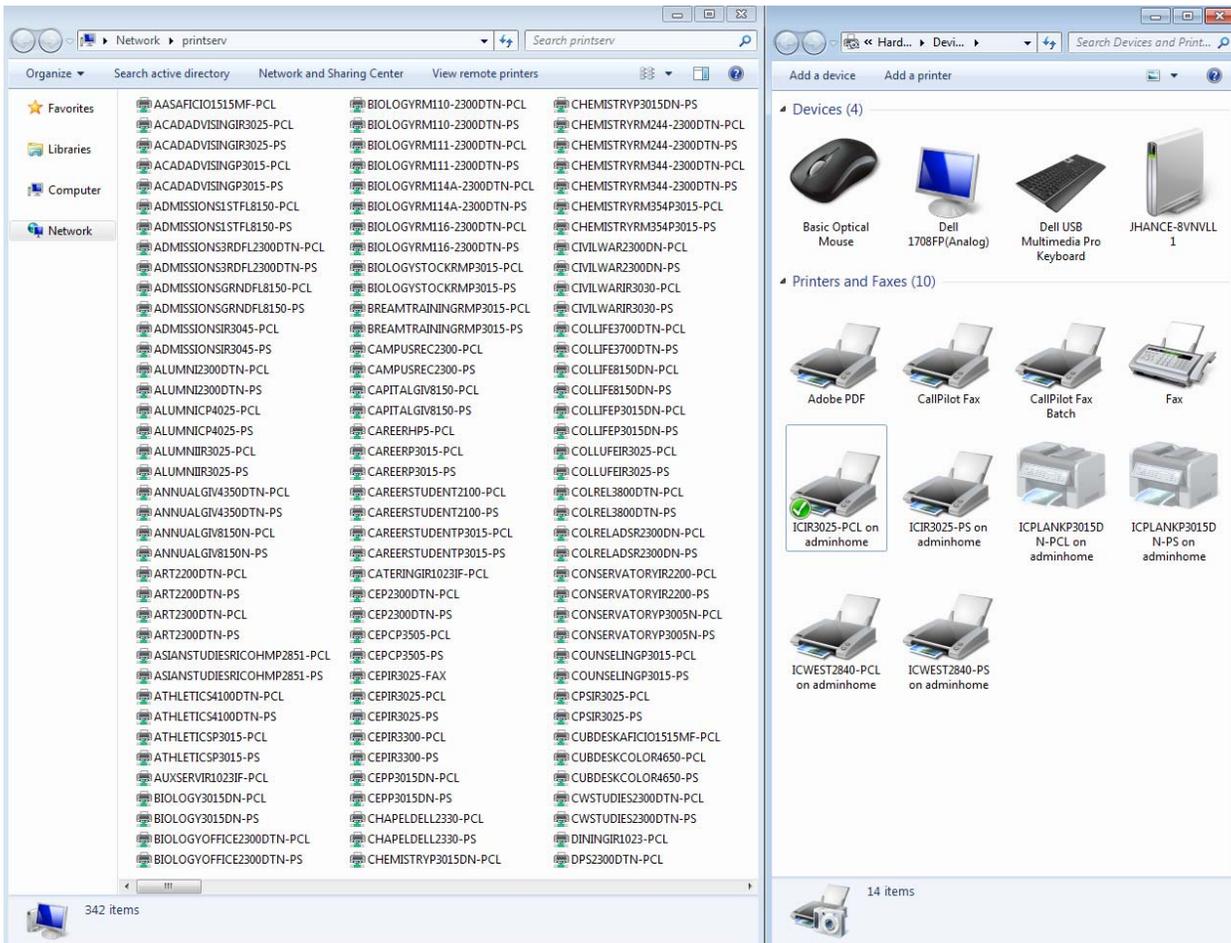
This is the printserv window. Resize this window to fit half of your screen.



To change your view settings, click on the Change your view button as seen below and choose List.



You will want both windows on your screen like this example.

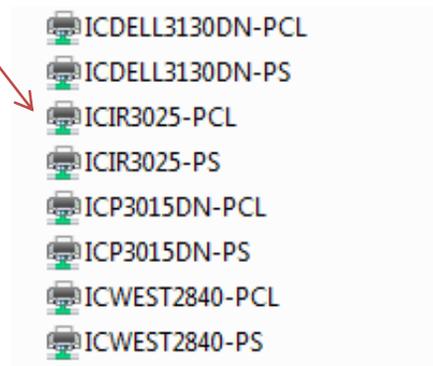
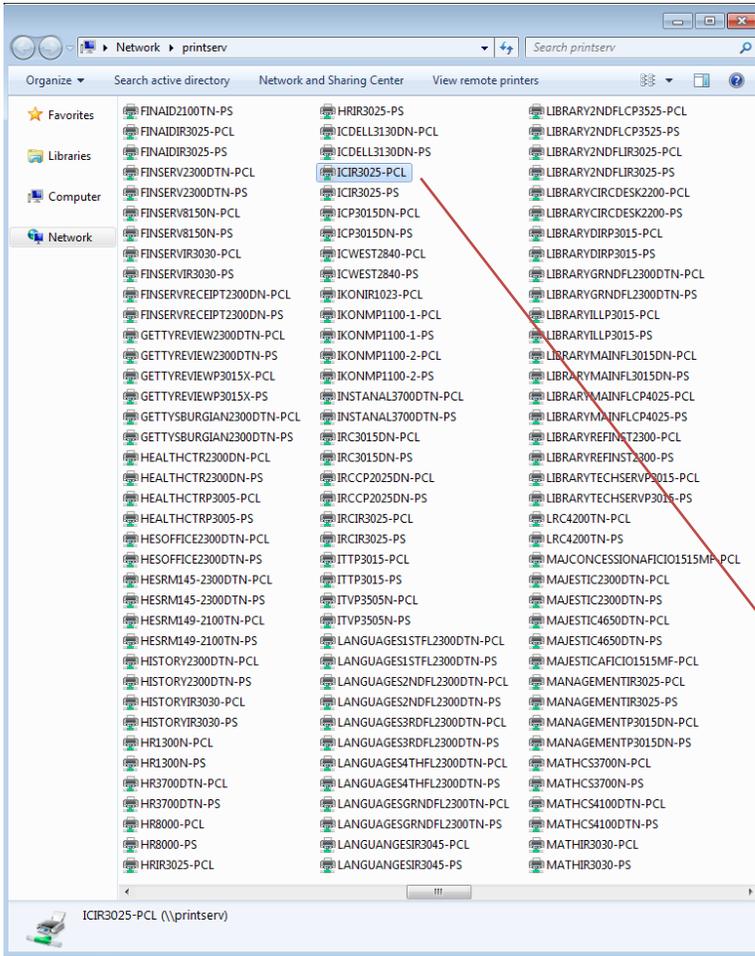


Take note of your Default Printer (the one with a check mark).

This screenshot is just an example; your printers will be different.

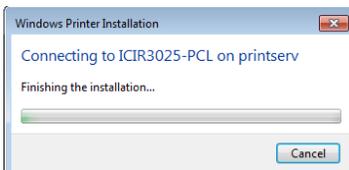


In the printserv window, scroll across and find the printers that closely match the names of the ones you currently have on your computer (in the Devices and Printers window).

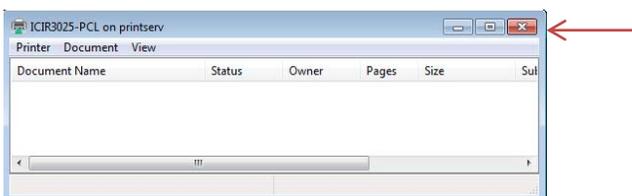


Double-click on the chosen printer in the printserv window to install. Install both the PCL and the PS for each printer you are installing. Do this for each printer on your computer.

This screenshot is just an example; your printers will be different.



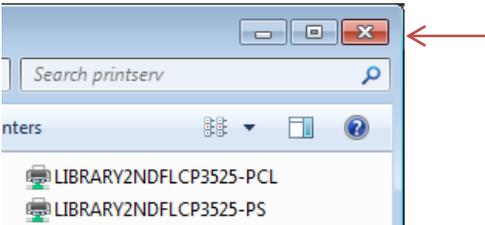
Close this window after the printer has installed.



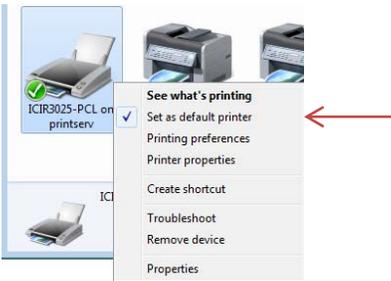
If you get this pop-up click on Install driver.



After you have installed all of the printers you need, close the printserv window.

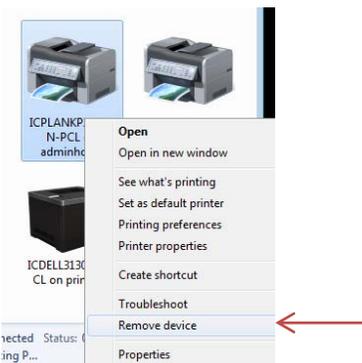


In the Devices and Printers window, set your new default printer (located on the new printserv) by right-clicking on the printer and choosing Set as default printer.



Right-click on the old printers (they will indicate “on Adminhome” or “on Acadhome” to the right of the printer name.)

Select Remove device.



Send a test print to your default printer to make sure everything works.

Close the Devices and Printers window.

If you have any questions please contact the Help Desk at ext. 7000 option #2.