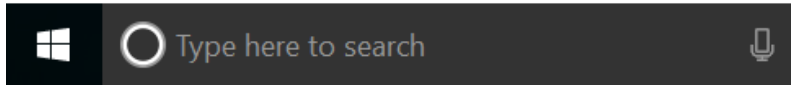
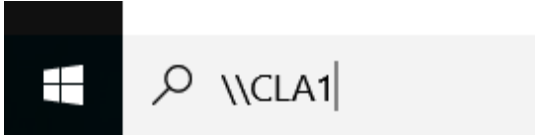


Install a Printer and Set to Default

1. In the lower left hand corner of your desktop click “Type here to search”



2. Type \\CLA1

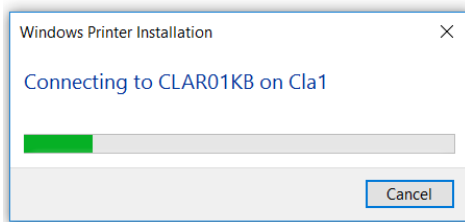


3. Press Enter key

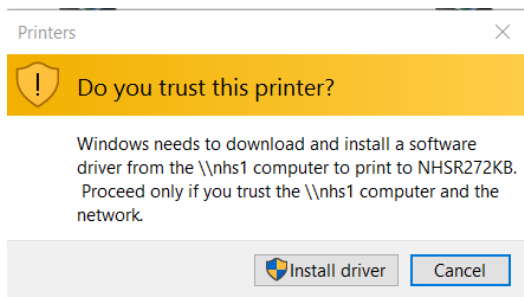
4. Double click a printer in your area. For example, CLAR01KB is in room 01. KB=Konica Copier B/W, KC=Konica Copier Color, HB=HP printer B/W, HC=HP Printer Color



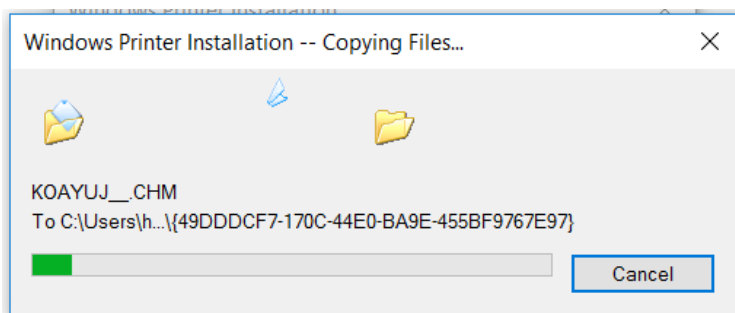
5. It could take a minute or so to connect.



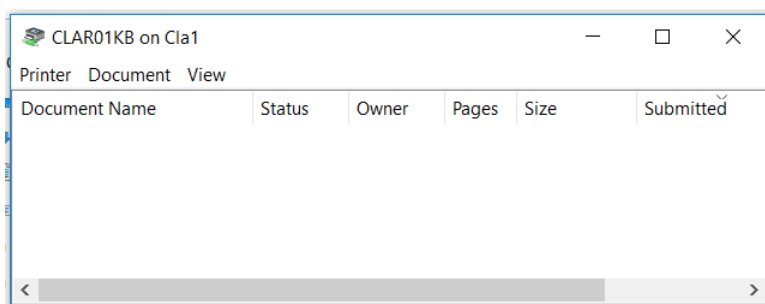
6. Click Install driver



7. It may take a couple of minutes for the printer installation to complete.



8. After it finishes you will see a box similar to this.



9. To set the printer as default click "Printer" from the menu and choose "Set as Default Printer"

