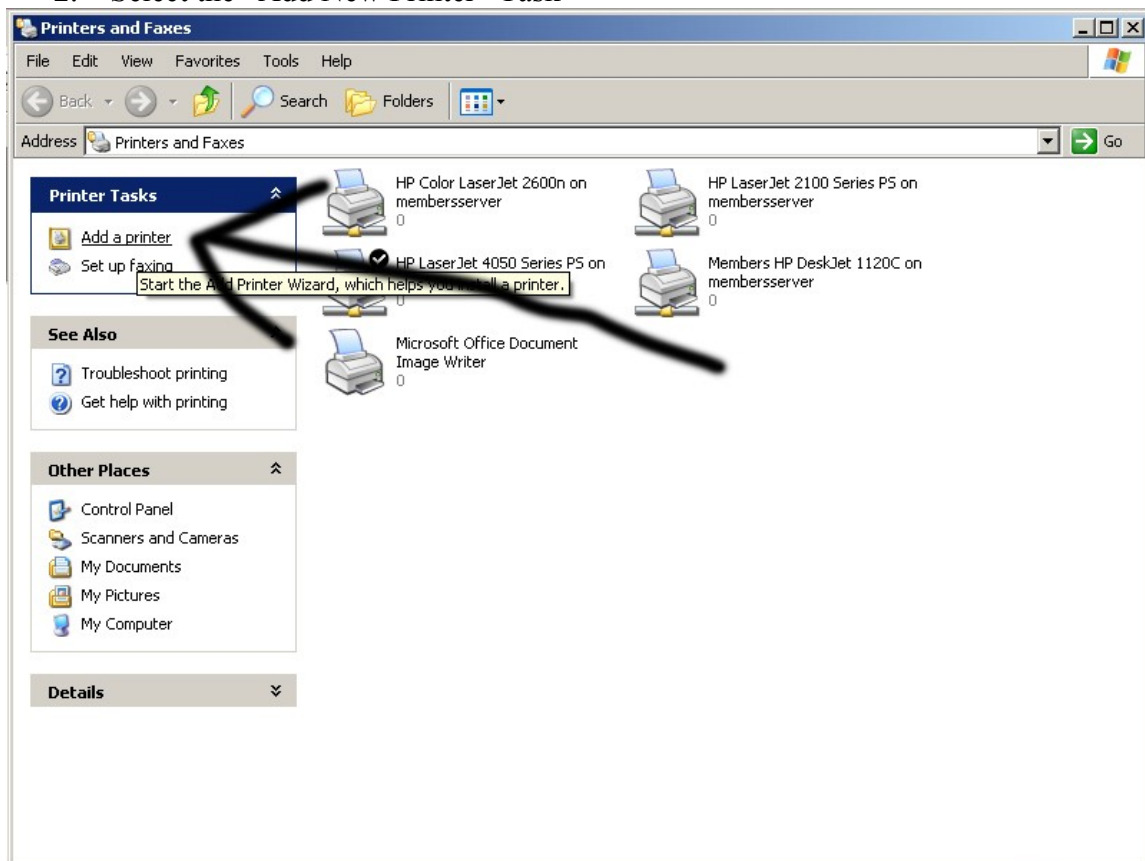


TO INSTALL A NEW PRINTER

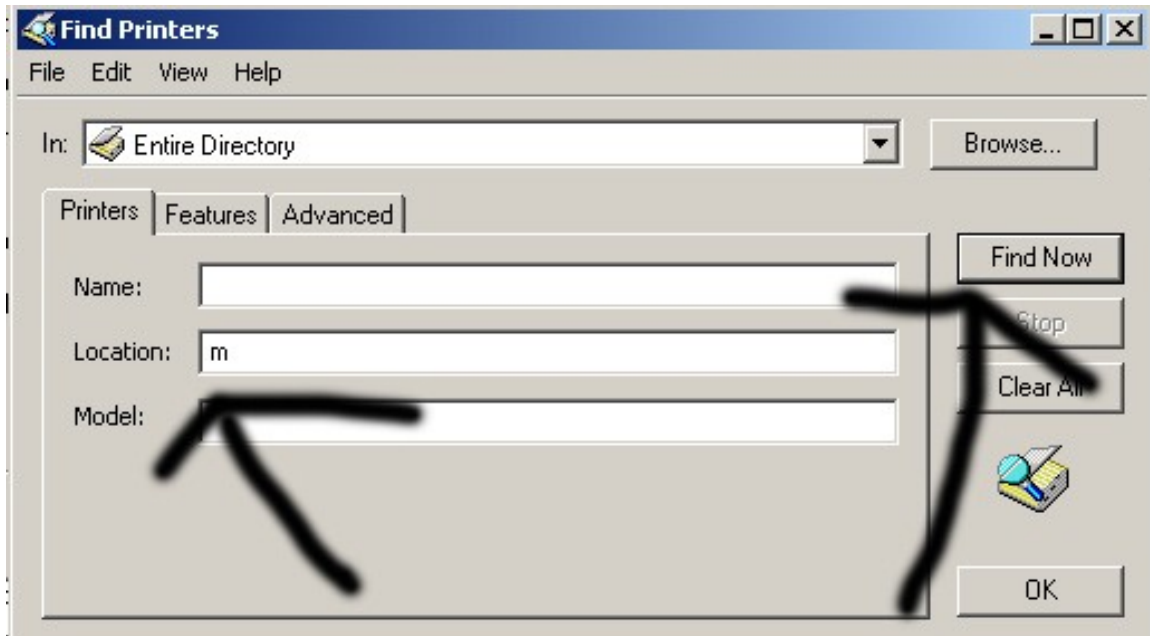
1. Go to Start → Printers and Faxes



2. Select the “Add New Printer” Task



3. Click Next 3 Times
4. For members Type “M” under the location box and then click the “Find Now” button. If you are a staff member enter the appropriate letter for your location and you will find the printers available in your department.



5. Select the Printer you want to add according to its name (Hint: HP Color LaserJet 2600n)
6. Select whether or not you want this to be your default printer. (Hint: it wouldn't be a good idea to have the Color Laserjet as your default printer since if you printed 100 pages to it by accident you might very well end up paying a lot of money for your mistake.)
7. Done