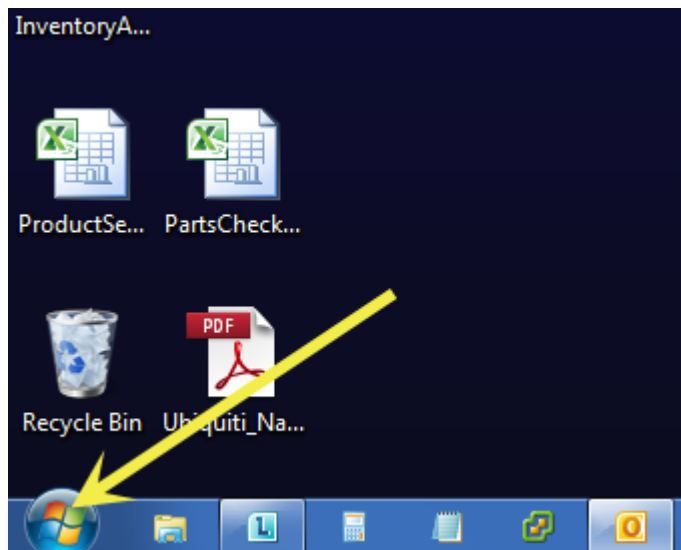


Client Y - Deleting your old network printers and adding the new ones

First you have to know what kind of machine you have. It's either Windows XP or Windows 7. If you don't know, here's how to find out.

1. Log into your computer in the usual way.
2. Look in the bottom left corner of the screen.
3. If you see a round button, you have Windows 7. If you see a rectangle with the word "Start" on it, you have Windows XP.



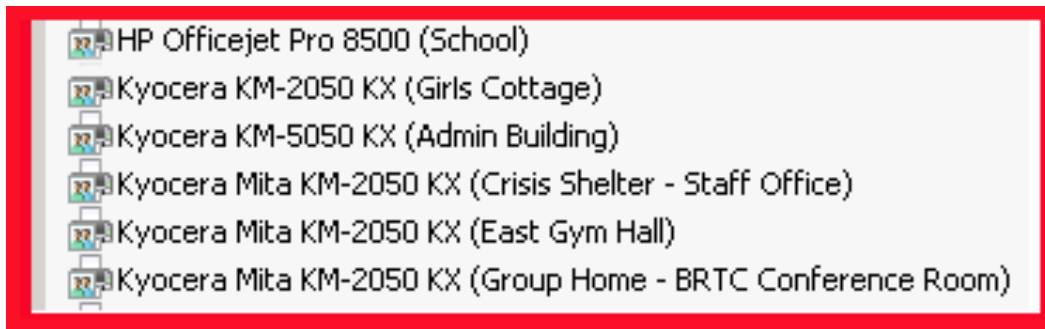
This is a Windows 7 Computer. The large round button is the start menu. (The other icons next to the round button will differ from machine to machine. You don't need to worry about those right now.)



This is a Windows XP Computer. The rectangle button is the Start menu. (Again, if your computer has different icons/pictures next to the Start button menu, don't worry about it. These will differ from computer to computer).

Next, you'll have to know which printers to remove. **DO NOT REMOVE ANY PRINTERS BUT THE ONES LISTED BELOW.** You may not have ALL of the

printers listed, (in fact, you probably don't), but be sure not to remove any printer that's not listed below!

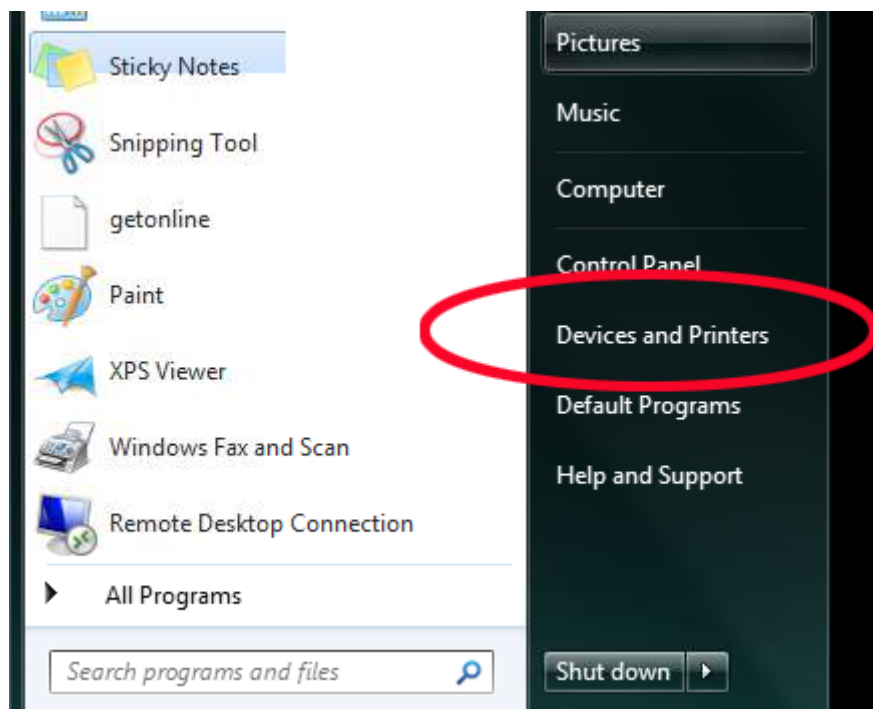


Windows 7 Users Keep Reading.

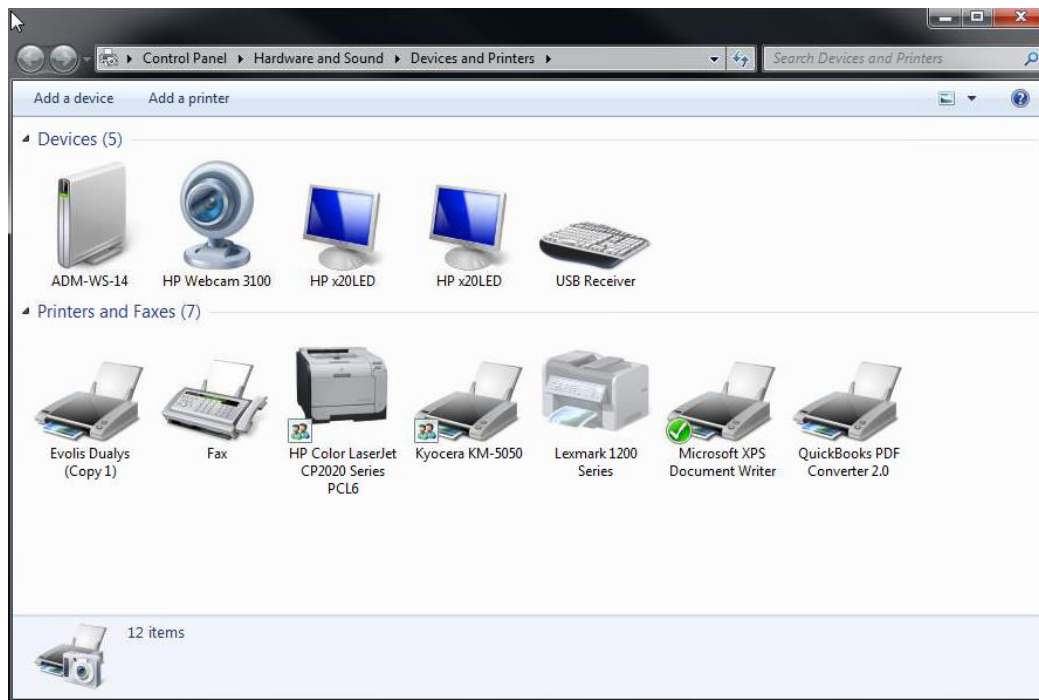
Windows XP Users, go to 'Windows XP Users Start Here'. (Page 5)

Deleting the old printers from your Windows 7 Computer:

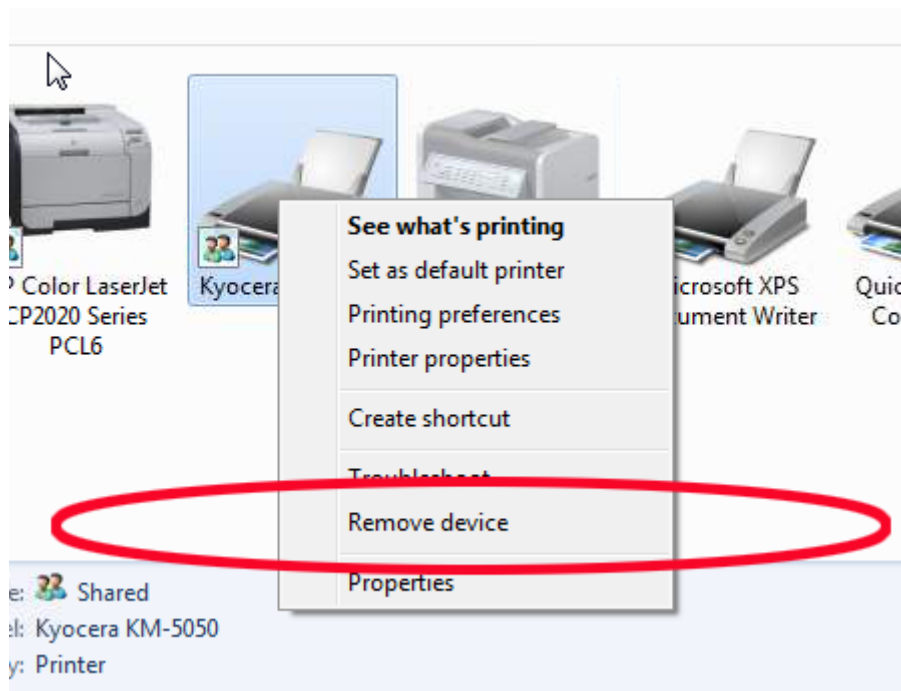
1. Log into your computer as usual. (If you haven't already).
2. Click the Start Button
3. When you click on the start button you will see a menu like the one pictured below: (Again, you may have different pictures that show up, don't worry about them. You will now click on the Devices and Printers on the right side of the menu.

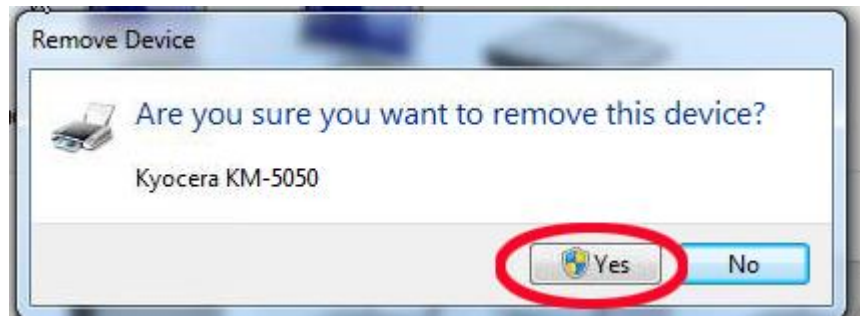


4. When the Devices and Printers window opens, you will see a list of all the printers installed on your workstation. (The following picture displays a list of devices and printers that are installed on this workstation. You may have different ones installed, so don't worry if your screen looks different.

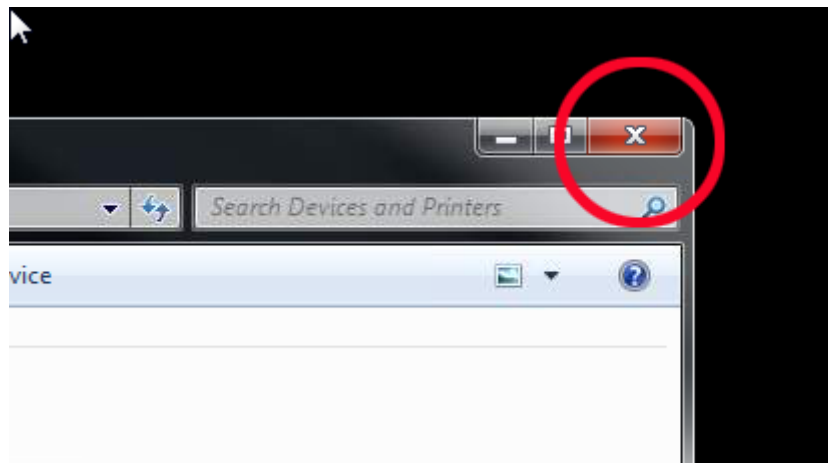


5. To delete the old printer(s), you will just choose it from the list by using your Right mouse button to click (RIGHT CLICK) on the printer name. Scroll almost to the bottom of the menu that pops up and LEFT CLICK on 'Remove device'. If you are asked if you are sure, make sure you've chosen the correct printer and click Yes.





6. Once you have removed the printer(s) you can close the Devices and Printers window by clicking on the red X in the top right corner.



7. You have now successfully removed the old printer! Congratulations!

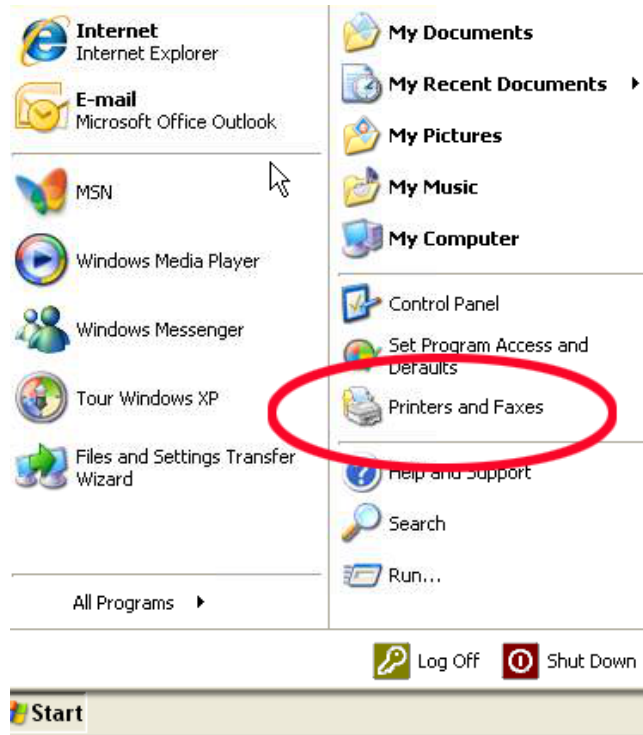
Installing the new printers on your Windows 7 machine:

1. Do nothing. IT will automatically install the new printers for you. You should see your new printers when you come in Tuesday, January 8.

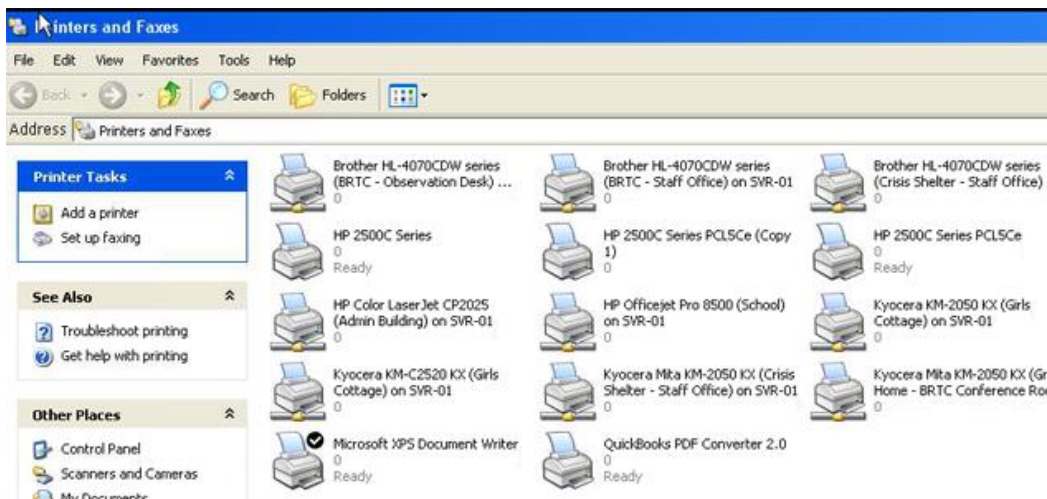
Windows XP Users Start Here

Deleting the old printer(s) from your Windows XP computer:

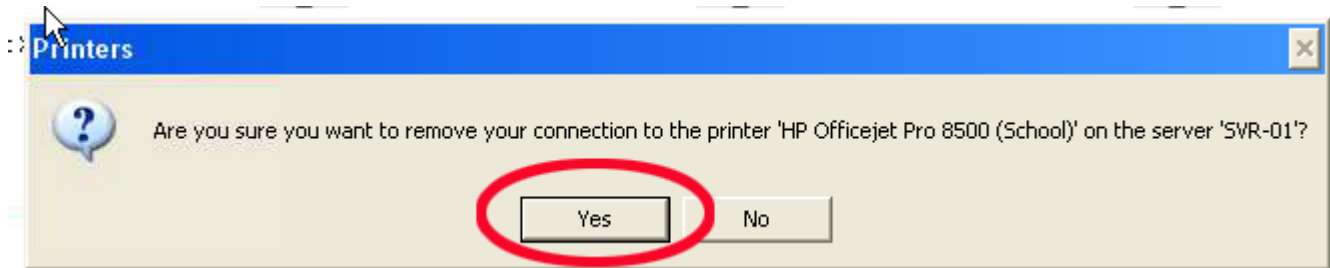
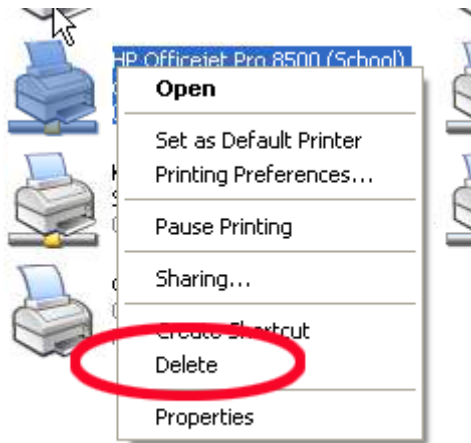
1. Log on in the usual way.
2. Go to the Start menu in the bottom left of the screen and click on it.
3. Once the menu opens, you will click on 'Printers and Faxes' on the right side. (Do not worry if your screen doesn't look exactly like the picture below. All you need to do is find the Printers and Faxes button on the right side).



4. Another window will open with a list of all the installed printers. (Once again, your workstation may not look exactly like the following picture. Don't worry).



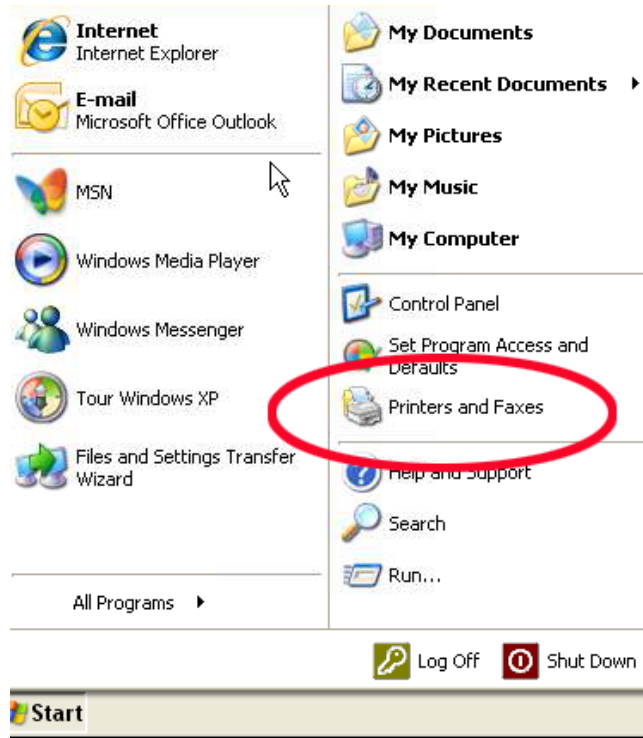
5. Use the right mouse button to RIGHT CLICK on the appropriate printer. Move down to 'Delete' and LEFT CLICK it. Once you have clicked Delete, you will get a warning message. Click Yes once you're sure the printer named is the one you want to remove.



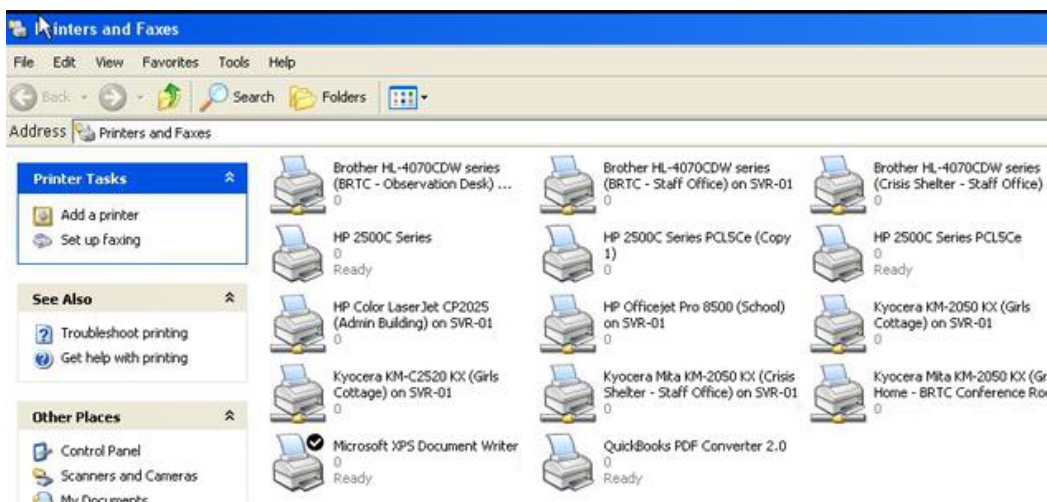
6. Close the Printers and Faxes window when you are finished removing all the old printers.
7. You should now be ready to install the new printers to your workstation.

Installing the new printers to your Windows XP computer:

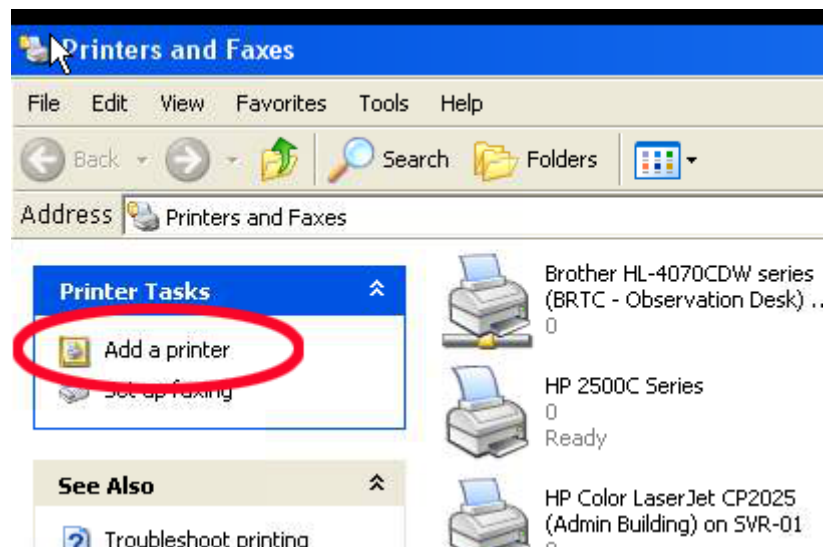
1. Log in as usual (if you're not already)
2. Go to the Start menu in the bottom left of the screen and click on it.
3. Once the menu opens, you will click on 'Printers and Faxes' on the right side. (Do not worry if your screen doesn't look exactly like the picture below. All you need to do is find the Printers and Faxes button on the right side).



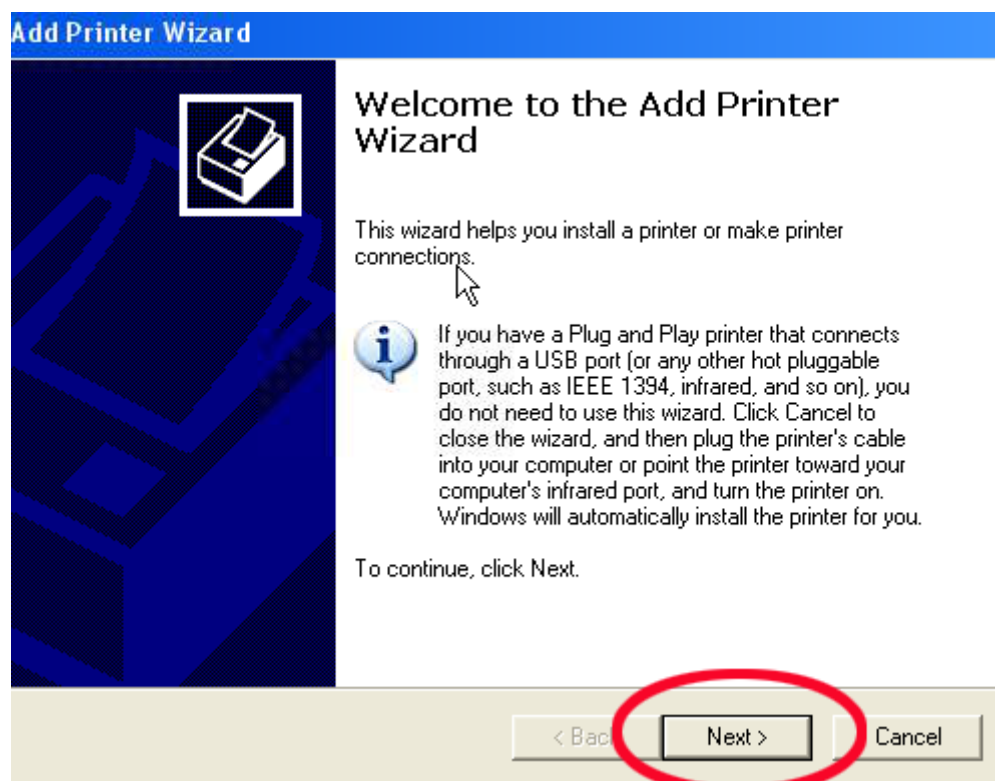
4. Another window will open with a list of all the installed printers. (Once again, your workstation may not look exactly like the following picture. Don't worry).



- When the printers and faxes window opens, you want to click on the Add a Printer command (on the left side of the menu)



- The Wizard will open and you will basically just follow the directions. From the first screen, Click Next



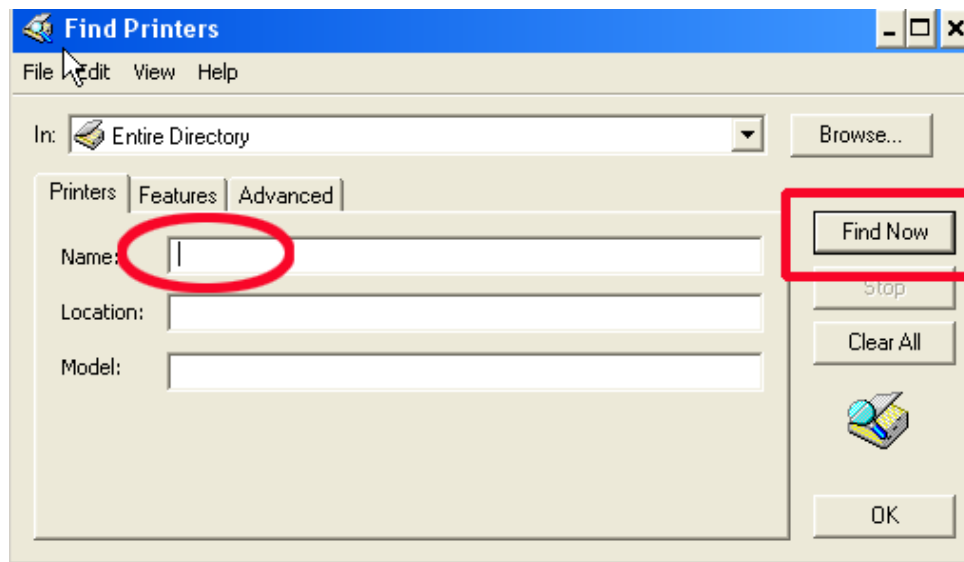
7. Click in the dot in front of 'A network printer, or a printer attached to another computer'. Then click Next.

The screenshot shows the 'Add Printer Wizard' dialog box. The title bar is blue with the text 'Add Printer Wizard'. Below the title bar, the section is titled 'Local or Network Printer' with a printer icon to the right. The text below reads: 'The wizard needs to know which type of printer to set up.' Below this, it says 'Select the option that describes the printer you want to use:'. There are three radio button options: 'Local printer attached to this computer', 'Automatically detect and install my Plug and Play printer', and 'A network printer, or a printer attached to another computer'. The third option is selected and highlighted with a red rectangle. Below the options is an information icon and text: 'To set up a network printer that is not attached to a print server, use the "Local printer" option.' At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red rectangle.

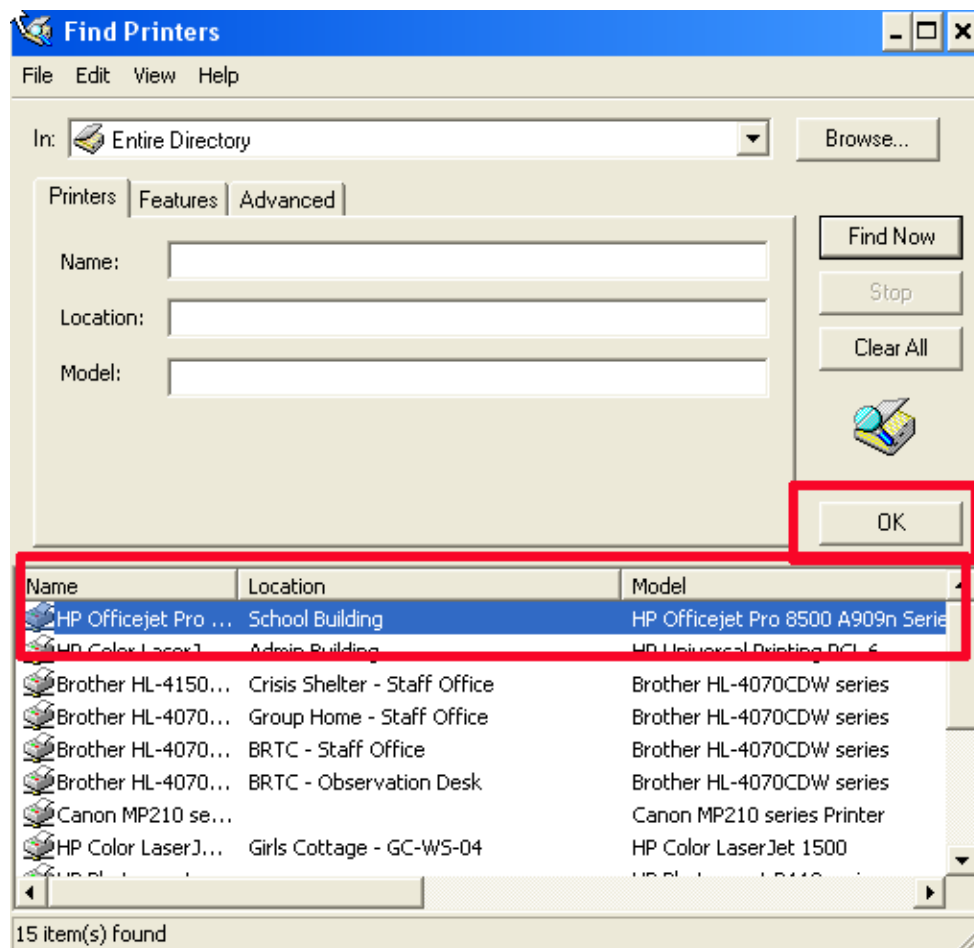
8. Make sure the dot in front of 'Find a printer in the directory' is clicked, then click on Next.

The screenshot shows the 'Add Printer Wizard' dialog box. The title bar is blue with the text 'Add Printer Wizard'. Below the title bar, the section is titled 'Specify a Printer' with a printer icon to the right. The text below reads: 'If you don't know the name or address of the printer, you can search for a printer that meets your needs.' Below this, it says 'What printer do you want to connect to?'. There are three radio button options: 'Find a printer in the directory', 'Connect to this printer (or to browse for a printer, select this option and click Next):', and 'Connect to a printer on the Internet or on a home or office network:'. The first option is selected and highlighted with a red rectangle. Below the second option is a text box for 'Name:' with the example '\\server\printer'. Below the third option is a text box for 'URL:' with the example 'http://server/printers/myprinter/.printer'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red rectangle.

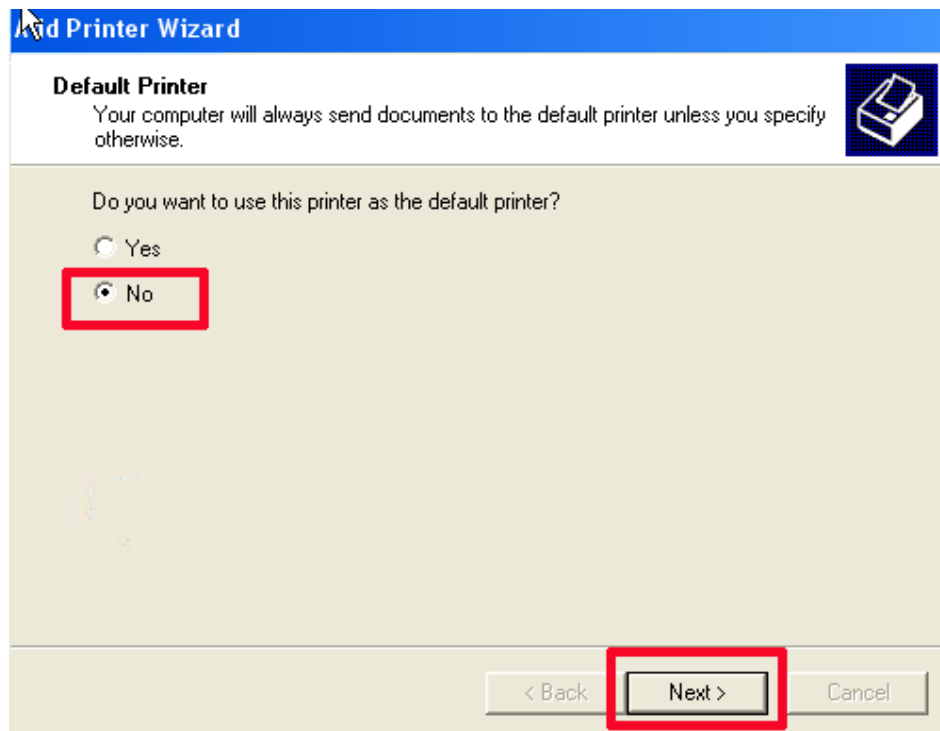
9. For the next step, click in the Name box but leave it blank and Click on Find Now



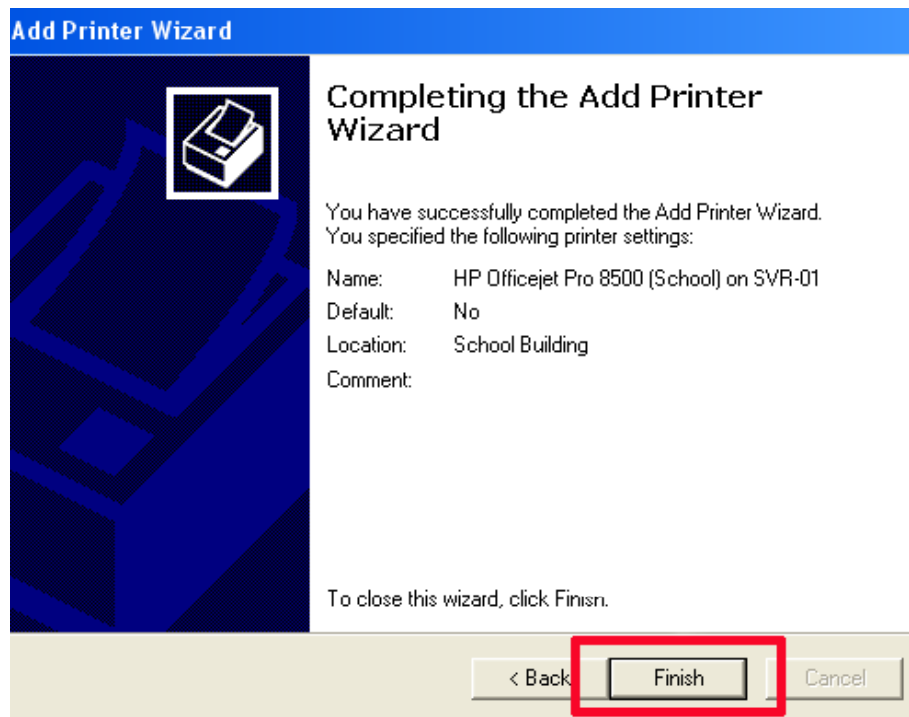
10. The window will expand and show a list of printers in the box. Choose the one you want to add and click OK.



11. A window will pop up asking if you wish to use this as your default printer. Choose NO. Click Next.



12. The final window pops up to tell you you've completed the wizard. Click Finish.



13. You have successfully added a new printer to your workstation! Congratulations!