

Technology Help - Answers to Common Problems

Adding a new printer to a Windows-based computer

To add printers to your list of printers follow these instructions.

Click Start and select Settings then Printers

When the Printers window opens double click Add Printers or Click on the Add A Printer

When the Printer Wizard appears click next

Select the network printer option and click next

Select find a printer in the directory and click next

In the name line type ES or MS or HS and click Find Now

All of the ES or MS or HS printers in our district will appear in the box

Double click on the printer to be added

Select whether or not you want this printer to be your default printer and click next

Then click finish

That printer will now be available when you print.

Set Default to B/W when printing to a color printer

Click Start and select Settings then Printers

When the window opens right click on the color printer and select properties

Click the Printing Preferences button

On the Printing Preferences window click the Color tab at the top

In the Color Control Method drop down menu select Print in grayscale

Click Apply and then OK

From this point on all documents will print in B/W unless you change the setting in the print screen when you print a document.