Installing a Printer

1. On your desktop double-click on My Computer.
2. Browse to U:\Shared\Software\Printer Installation\Add Printer
3. Double-click on the file that contains the room the printer is located in and the model of the printer you'd like to print to.
   a. A window will flash and then disappear.
4. Click on Start, Printers & Faxes.
5. If the printer isn't listed press F5 on your keyboard to refresh the window. The printer should now show up in the Printers & Faxes window.

Setting the Default Printer

If you have more than one printer listed in Printers & Faxes you will need to set your default printer.

1. If you closed the Printer & Faxes window in the previous steps, click on Start, Printers & Faxes. Otherwise continue to #2 below.
2. Right-click on the printer you want as the default.
3. Left-click on "Set as Default Printer".

co302a_lx1650 on printsrv   0

Open
Set as Default Printer
Printing Preferences…
Pause Printing
Sharing…
Export Profile…
Lexmark Software Uninstall…
Create Shortcut
Delete
Properties

NOTE: If the "Set Printer as Default" option doesn't appear that means the printer you want as the default is already set as the default.

Deleting a Printer

1. On your desktop double-click on My Computer.
2. Browse to U:\Shared\Software\Printer Installation\Delete Printer
3. Double-click on the file that contains the room the printer is located in and the model of the printer you'd like to delete from your computer.
   a. A window will flash and then disappear.
4. Click on Start, Printers & Faxes.
5. If the printer is still listed press F5 on your keyboard to refresh the window. The printer should now be removed in the Printers & Faxes window.