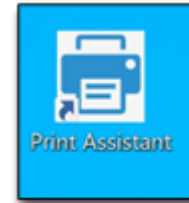


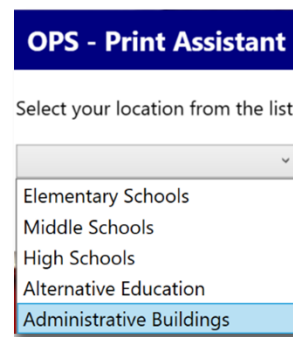
Installing Copiers/Printers – Desktop Computers & Laptop Carts

Installing from Print Assistant

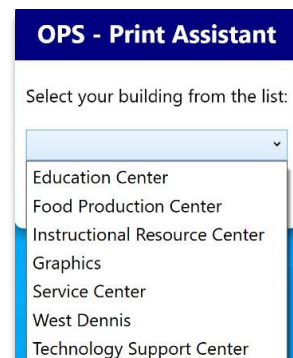
1. Launch **Print Assistant** icon from your desktop.



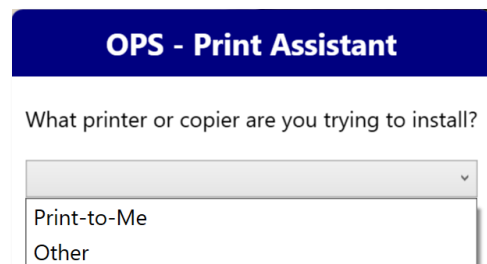
2. The screen will flash black then the program will launch. Select your **location** and click **OK**.



3. Select your **building** and click **OK**.



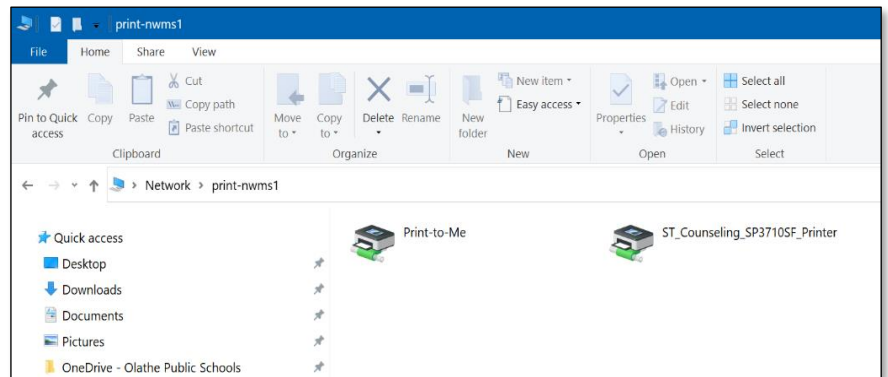
4. For copiers, select **Print-to-Me** (You are done).
For printers, select **Other**.



Installing Copiers/Printers – Desktop Computers & Laptop Carts

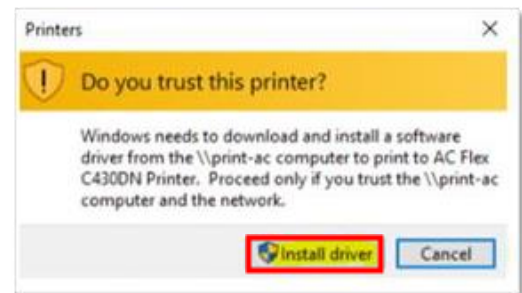
5. This will open a window that will display your building’s printers.

6. Double click on the printer you want to install.



7. Click **Install Driver**.

(Note: If you're prompted to allow "this device to make changes", click **Yes**.)



8. The printer should now be installed and available to print.

