

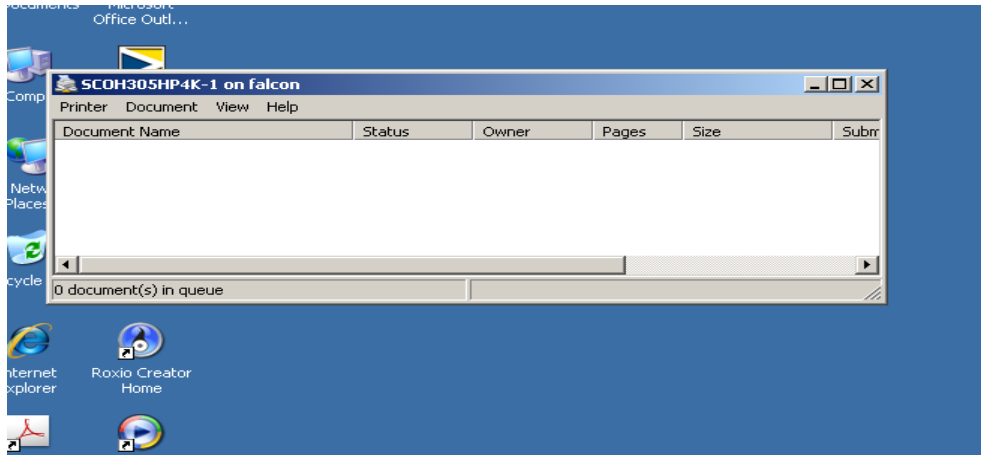
How-To Connect to a network printer (Windows XP)

Step 1 (Connecting to current printer):

-Click on the link(s) emailed to your COC email. **Example-** \\falcon\SCOH305HP4K-1.

-Once the printer(s) you selected connects to your computer, a new window(s) will open (figure 1), close this window(s).

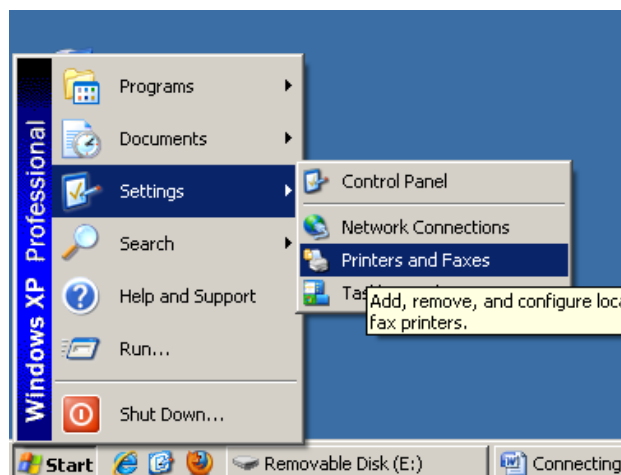
(Figure 1)



Step 2 (set as default printer): **Follow step 2 instructions if the printer that just connected is to be your preferred printer.

-Open the Start Menu, then navigate to <Settings>, and left click on <Printers and Faxes> (figure 2).

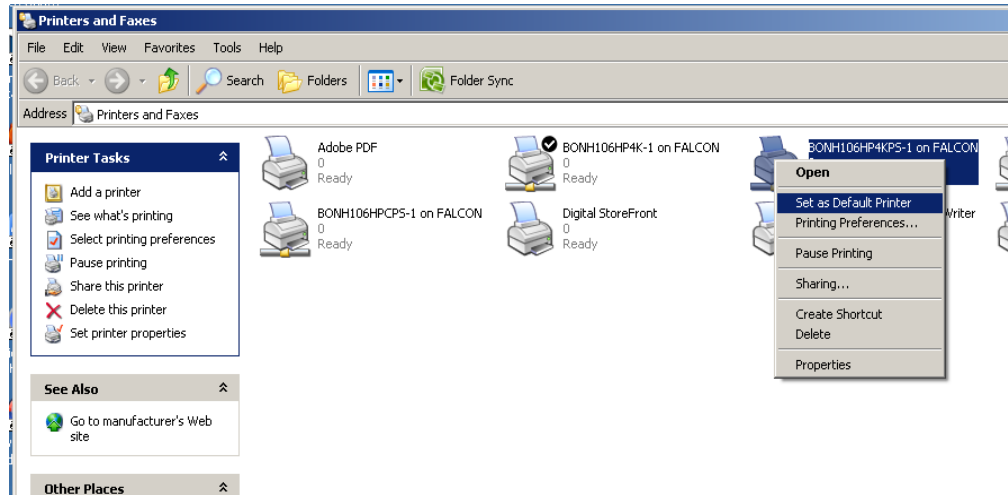
(Figure 2)



Step 2 (cont.):

-Right mouse click the printer you just connected to, then left click “Set as Default Printer” (figure 3).

(Figure 3)

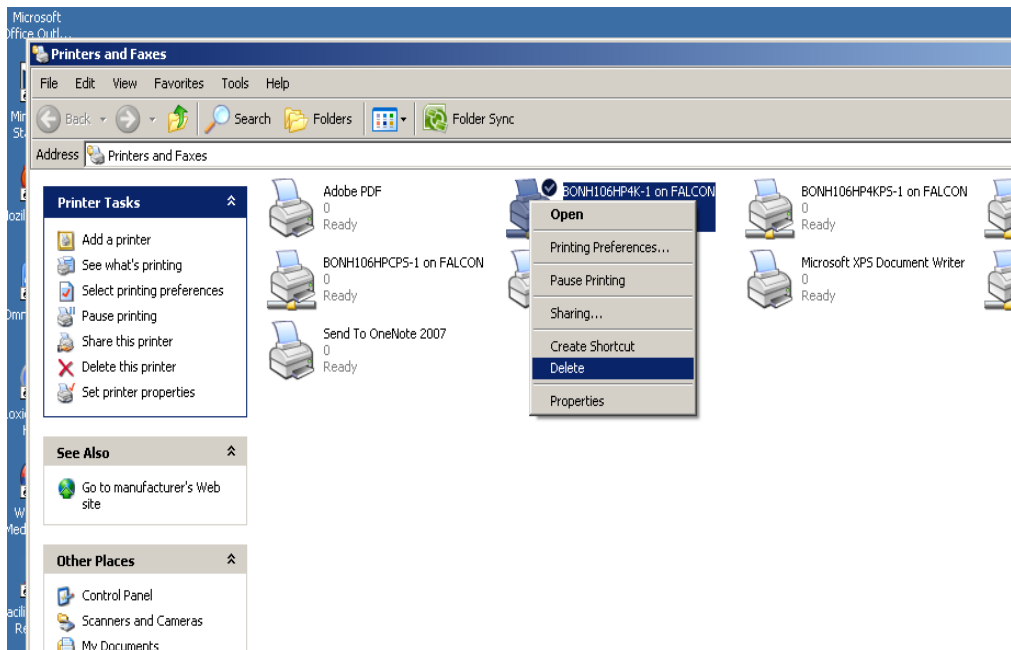


Step 3 (Deleting printers):

-If there is a printer(s) you are not using anymore, or disconnected, please continue with step 3.

-With the “Printers and Faxes” window open, right mouse click on the printer you want to delete, and then left click on delete (figure 4).

(Figure 4)



Step 4: Close all windows that the instructions had you open. You are now ready to print.