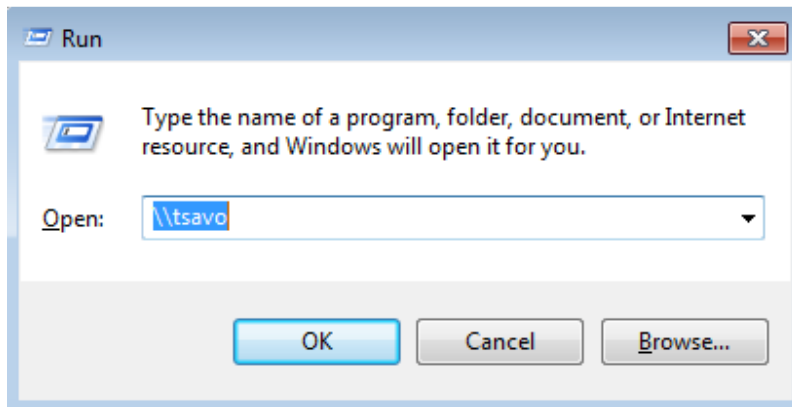


CONNECTING TO PRINTERS

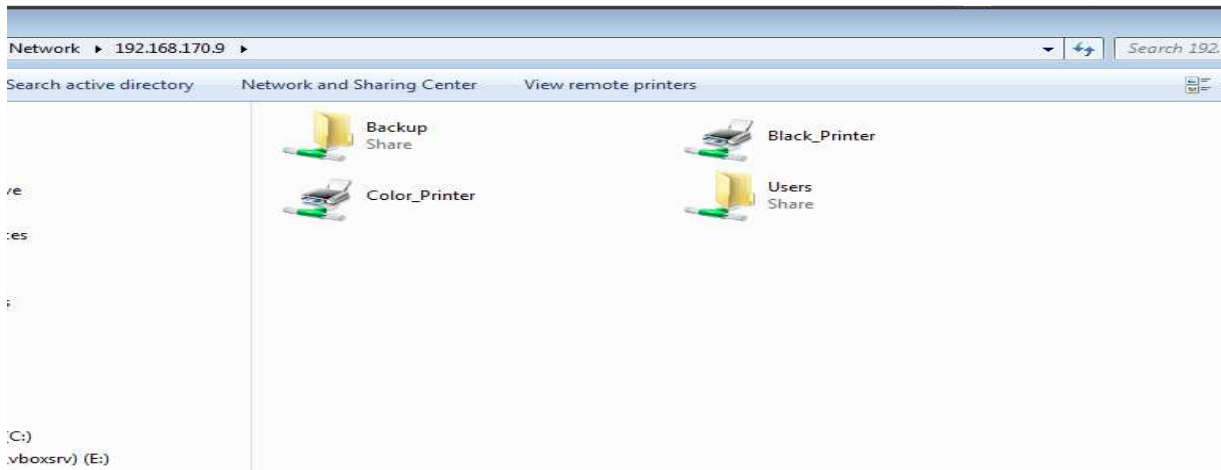
CONNECTING TO THE PRINTERS

To connect to the printer:

1. Click on the “Start” button
2. Click on the “Run” option
3. Type [\\tsavo](#) or [\\192.168.170.9](#) on the textbox that appears, as shown below, and press the “OK” button



4. The window appears as below:
 - o For printing in black, connect to **Black_Printer**.
 - o For those with rights to print in Color connect to **Color_Printer**.



5. Right click on the preferred printer and select connect on the drop down menu that appears. Allow the setup to download and install the drivers.
6. Your computer is now connected to the new printing solution. You now need to **set the Printer as your default printer**.

SETTING THE PRINTER AS YOUR DEFAULT PRINTER IN YOUR COMPUTER

1. Click on the “Start” button
2. Click on the “Devices and Printers” option as highlighted below:



A window will appear showing you the available printers in your computer. An example is shown below:



Right Click on the Printer you connected to e.g. **Black_Printer** or **Color_Printer** and select the option “Set as default Printer”.

You can now print your documents and collect them from any of the printers in campus.