
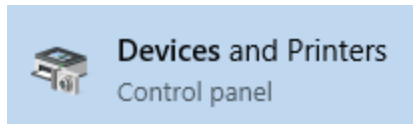


Printer Installation PC Instructions


Remove Old Printers

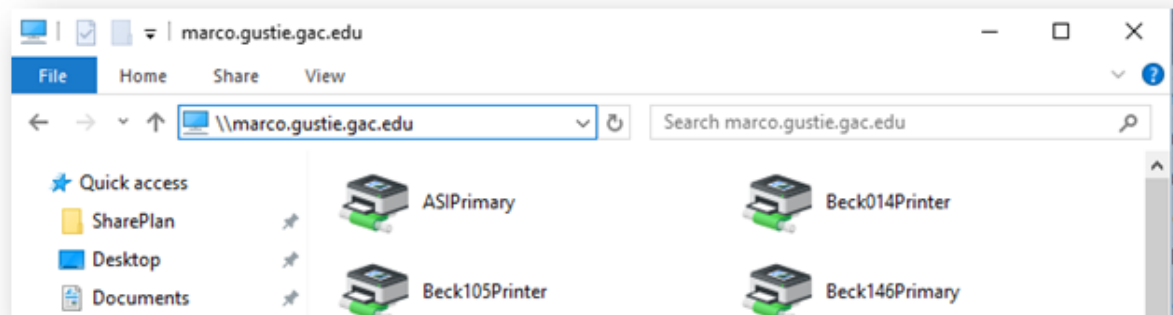
1. Press the windows icon (bottom-left corner) 
2. Begin typing: Devices and Printers
3. Click on the result “Devices and Printers”:



4. Devices and Printers window should now be open
5. Right-click on the printer you want to remove and choose “Remove Device”


Install Your Printers

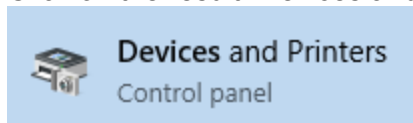
1. Press the windows icon (bottom-left corner) 
2. Begin typing: **\\marco.gustie.gac.edu**
3. Press enter
4. You should now have a window open that looks like this:



5. Each physical printer should be labeled with a name, find that name in this list
6. Double click the printer to install it, providing your username and pw if prompted
7. Once installed, you will now have that printer as an option

Set Your Default Printer

1. Press the windows icon (bottom-left corner) 
2. Begin typing: Devices and Printers
3. Click on the result “Devices and Printers”:



4. Devices and Printers window should now be open
 5. Right-click on the printer you want as your default printer
 6. Click on “Set as default printer”
- There should now be a green checkmark on your default printer

Marco Support Contact Information:

Marco Printer Support, Service and Supplies - 800-592-8548 (The Marco helpline can assist you with your printer installation.) Marco representatives will be on campus on September 1, 2, 6 and 7. To schedule on site printer installation or training, please contact Loren at 6086.