



Adding a Printer or Copier on Your PC

1. Click the Windows Orb at the bottom left of your screen 
2. In the Search programs and files field, type "\\diana", without the quotes and hit enter
3. Double-click any of the printers or copiers that you would like to add.
4. It may take up to a minute to identify the model of the device, then download and install the correct driver for that device.
5. When it is complete, the printer queue window will come up. You can close that window. You will now be able to print to that device.


That is the entire process. If you have any problems, please let us know (x464).

Deleting a printer/copier from your PC

If you have an old printer that you want to delete, follow these instructions:

1. Click the Windows Orb at the bottom left of your screen 
2. Select Devices and Printers from the right-hand pane of the window
3. Right-click the printer/copier and choose Remove Device
4. When prompted, click Yes to confirm you want to remove the printer

Making a printer/copier your default

1. Click the Windows Orb at the bottom left of your screen 
2. Select Devices and Printers from the right-hand pane of the window
3. Right-click the printer/copier and choose "Set as default printer"