

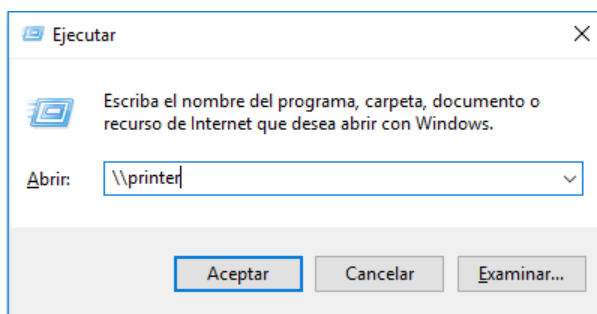


User Manual Printer config MS Windows 7

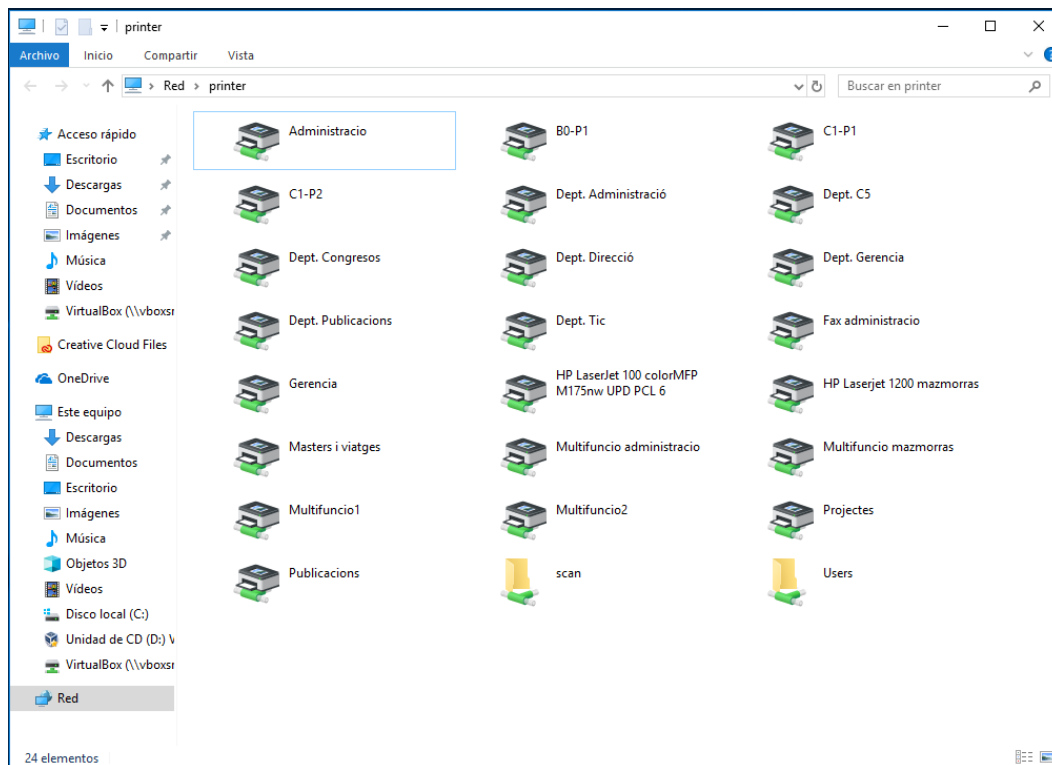
Only valid for C1 and B0 buildings
Campus Nord UPC

Printer installation

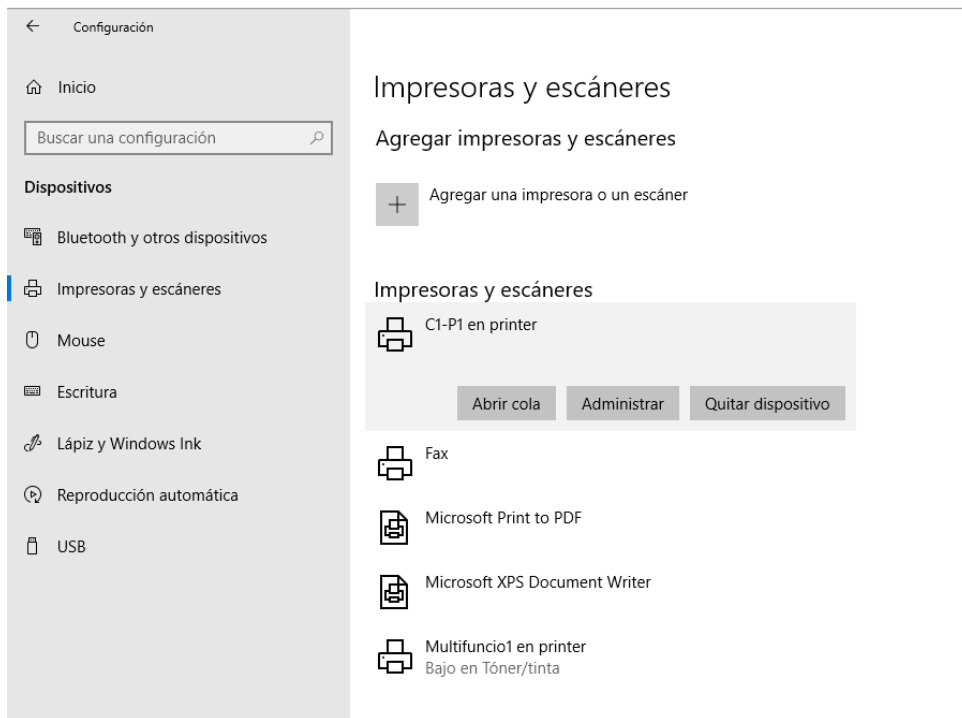
1) First press the Windows+R keys. Then write **\\printer** and click in "Aceptar".



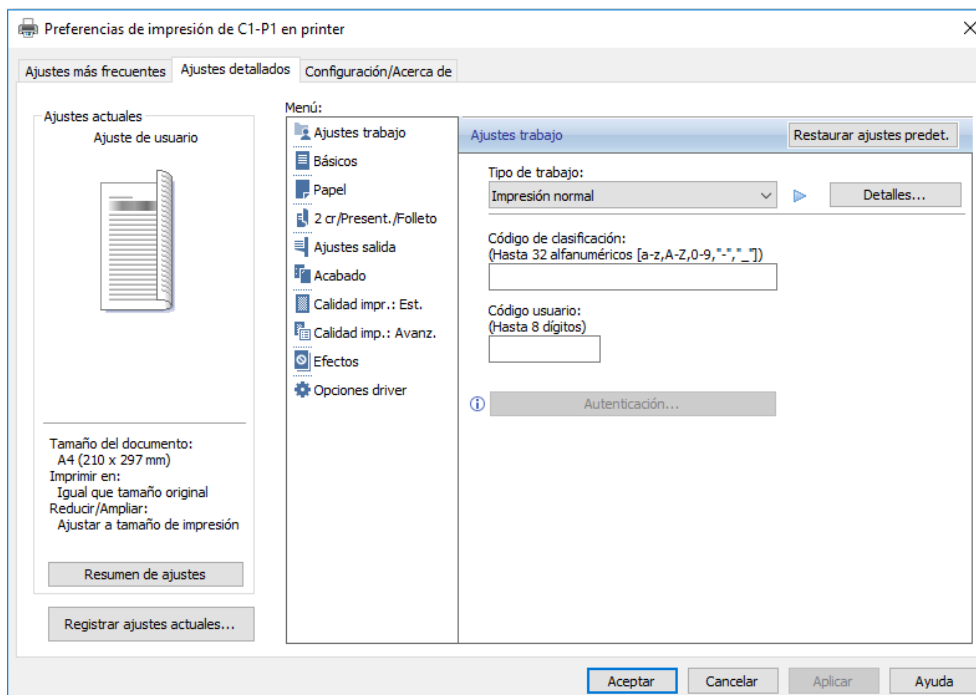
2) Now do double click over the printer that you want to install. This will depend on the building and the floor where you are: C1 first floor (C1-P1), C1 second floor (C1-P2) or B0 first floor (B0-P1).



3) Now go to the Start menu -> “Settings” (the nut icon) -> “Devices” -> “Printers & Scanners” and click over the printer that you just install and click “Manage” in the menu.



4) Click on "Printing Preferences", and go to the tab “Detailed Settings”, choose ‘Job Setup’ in the menu, and input the user code provided by Maria Rotger (Room C1 103) if you are in the first floor or María Jesús Samper (Publications) if you are in the second.



5) To set the printer as default, go back to ‘Printers & scanners’ and uncheck the option ‘Let
15/10/2021 2

Windows manage my default printer’.

Permitir que Windows administre mi impresora predeterminada

Cuando esta opción está activada, Windows establecerá como predeterminada la impresora que usaste más recientemente en la ubicación actual.

6) Click over the printer and go to Manage, as you done in the point 3, and click ‘Set as default’.

🏠 C1-P1 en printer

Administrar el dispositivo

Estado de la impresora: Inactivo

Abrir cola de impresión

Establecer como predeterminado

[Imprimir una página de prueba](#)

[Ejecutar el solucionador de problemas](#)

[Propiedades de impresora](#)

[Preferencias de impresión](#)

[Propiedades de hardware](#)

*** It is important to note that if your user has the restriction of printing in black and white only need to change this option when you print it or leave it enabled by default.**

**** By default, the printing settings are: black and white and two sided.**