

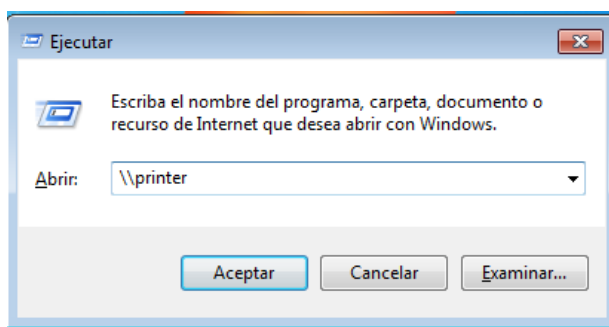


## User Manual Printer config MS Windows 7

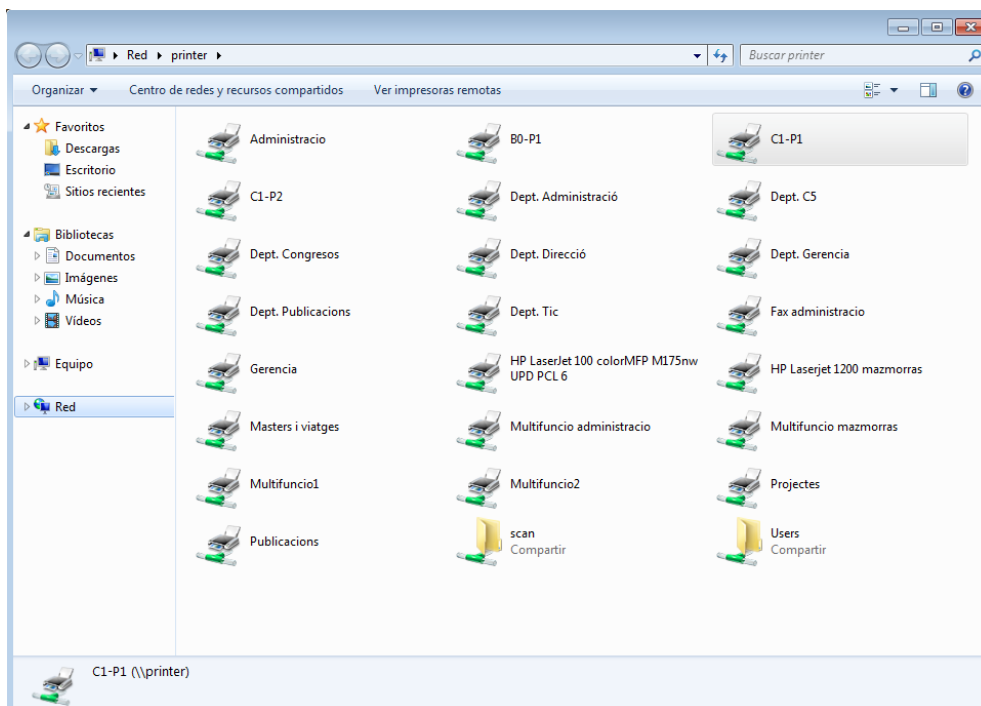
Only valid for C1 and B0 buildings  
Campus Nord UPC

### Printer installation

- 1) First go to start menu and click in “Execute” or press the Windows+R keys. Then write \\ **printer** and click in "Accept".

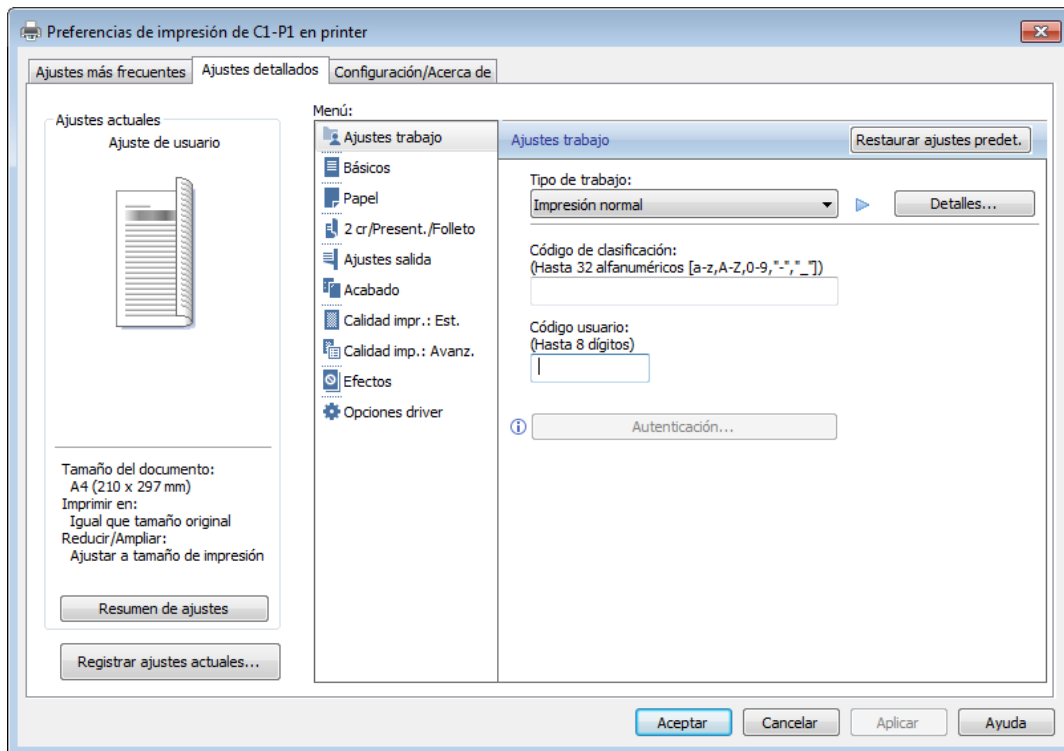


- 2) Now do double click over the printer that you want to install. This will depend on the building and the floor where you are: C1 first floor (C1-P1), C1 second floor (C1-P2) or B0 first floor (B0-P1).



3) Now go to the Start menu -> “Devices and printers” and click with right button over the printer that you just install and click with left button over “Printing properties” in the menu that you just open.

4) Go to the tabs "Ajustes detallados > Ajustes trabajo" 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) Go to the start menu -> "Devices and printers" and click with right button over the printer, afterwards click with left button over "Set as default printer".

**\* 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.**