


How to start using your new printer

Dear employee,

From today we are placing new multifunctional printers in the building. To start using your new printer we would kindly ask you to follow these two steps on your computer.

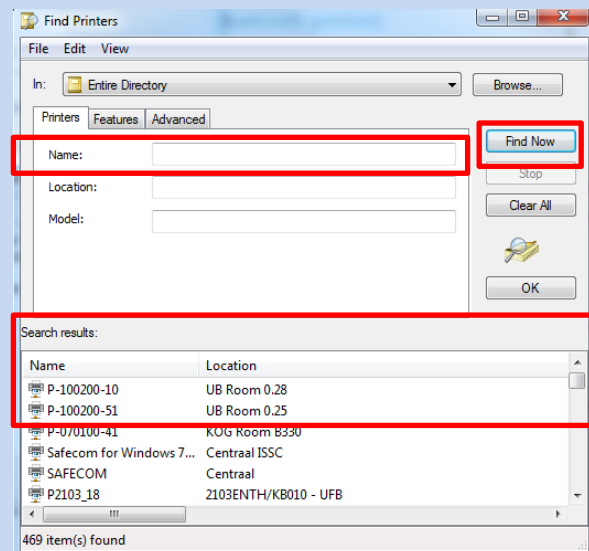
1. Deleting your current printer device

1. Click on  in the bottom left of your taskbar.
2. Click on [Devices and Printers]. *You will see an overview of your devices and printers.*
3. Rightclick on your old (current) printer device
4. Click on [Remove device]. *You will be asked if you are sure to remove it*
5. Click on [Yes]
6. Your old printer device has now been removed. Leave this window open and follow the next steps to add your new printer.

2. Adding a new printer device

For adding a new printer device you will need the new printer device queue name. You will find the name of the queue on the sticker at the front of the new printer device.

1. Click [Add a new printer]. *You will be asked what kind of printer you want to add.*
2. Click [Add a network, wireless or Bluetooth printer]
3. Click [Finds a printer in the directory, based on the location or feature]
4. Click [Next]
5. Type the name of the new printer queue in the textbox [Name]
6. Click [Find now]
7. Double-click under "Search results" on the correct printer queue
8. Click [Next]
9. Click [Finish]
10. You now added your new printer



Support

If you are experiencing problems with these steps, contact your local UFB Servicedesk.



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