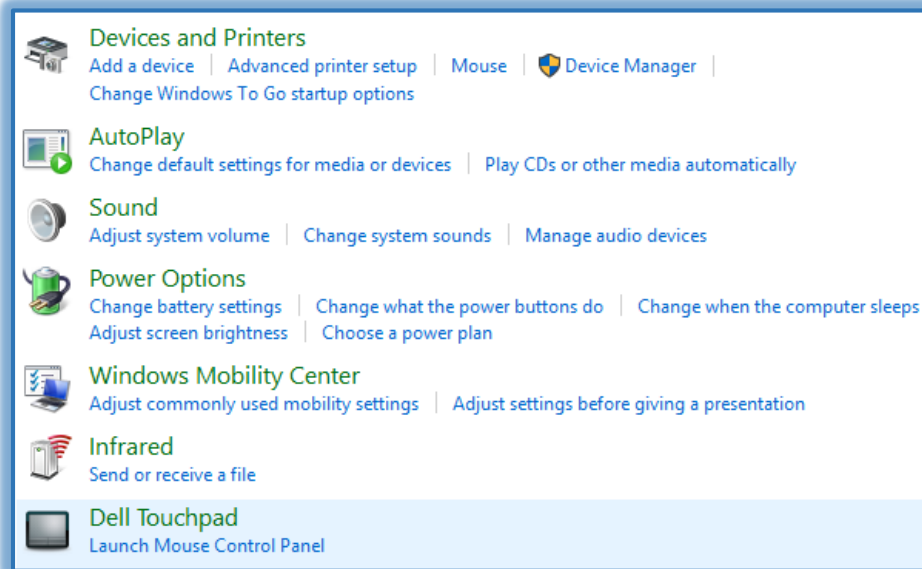


## Devices and Printers

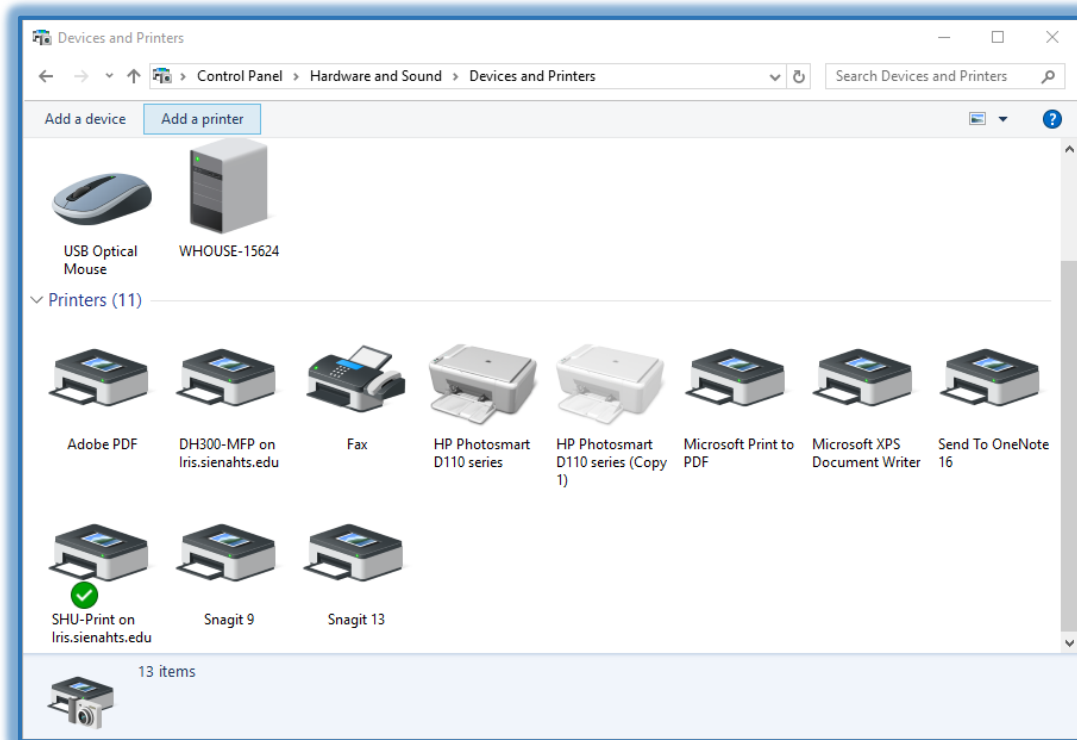
This area allows the user to install new printer drivers, select a default printer, or change the printer setup.

### Add a Device or Printer

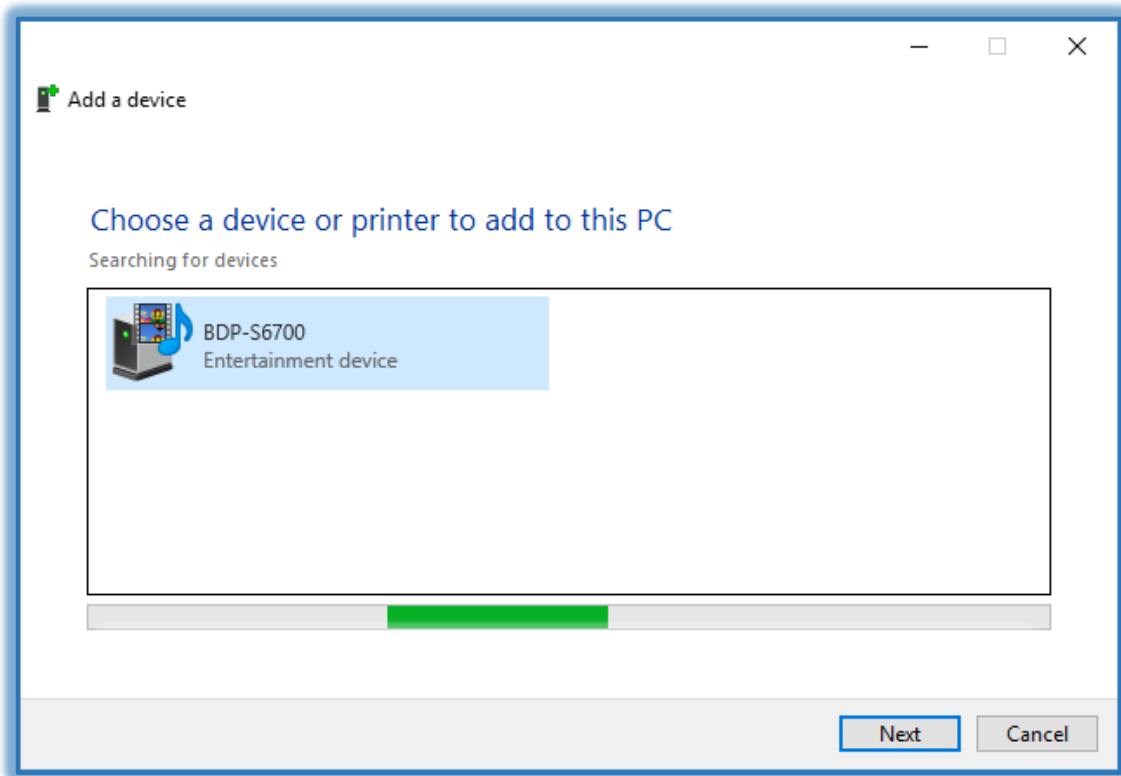
- ✚ Open the **Control Panel**.
- ✚ Click the **Hardware and Sound** link.
- ✚ The **Hardware and Sound** window will display.



- ✚ Click the **Devices and Printers** link.
- ✚ The **Devices and Printers** window will display.



- ✦ Click the **Add a Device** or **Add a Printer** link.
- ✦ The **Add a Device** window will display.



- ✦ When the search for a **Device** or **Printer** is completed, click the Device or Printer to select it.
- ✦ Click the **Next** button.
- ✦ When the **Device** or **Printer** is installed, click the **Close** button.

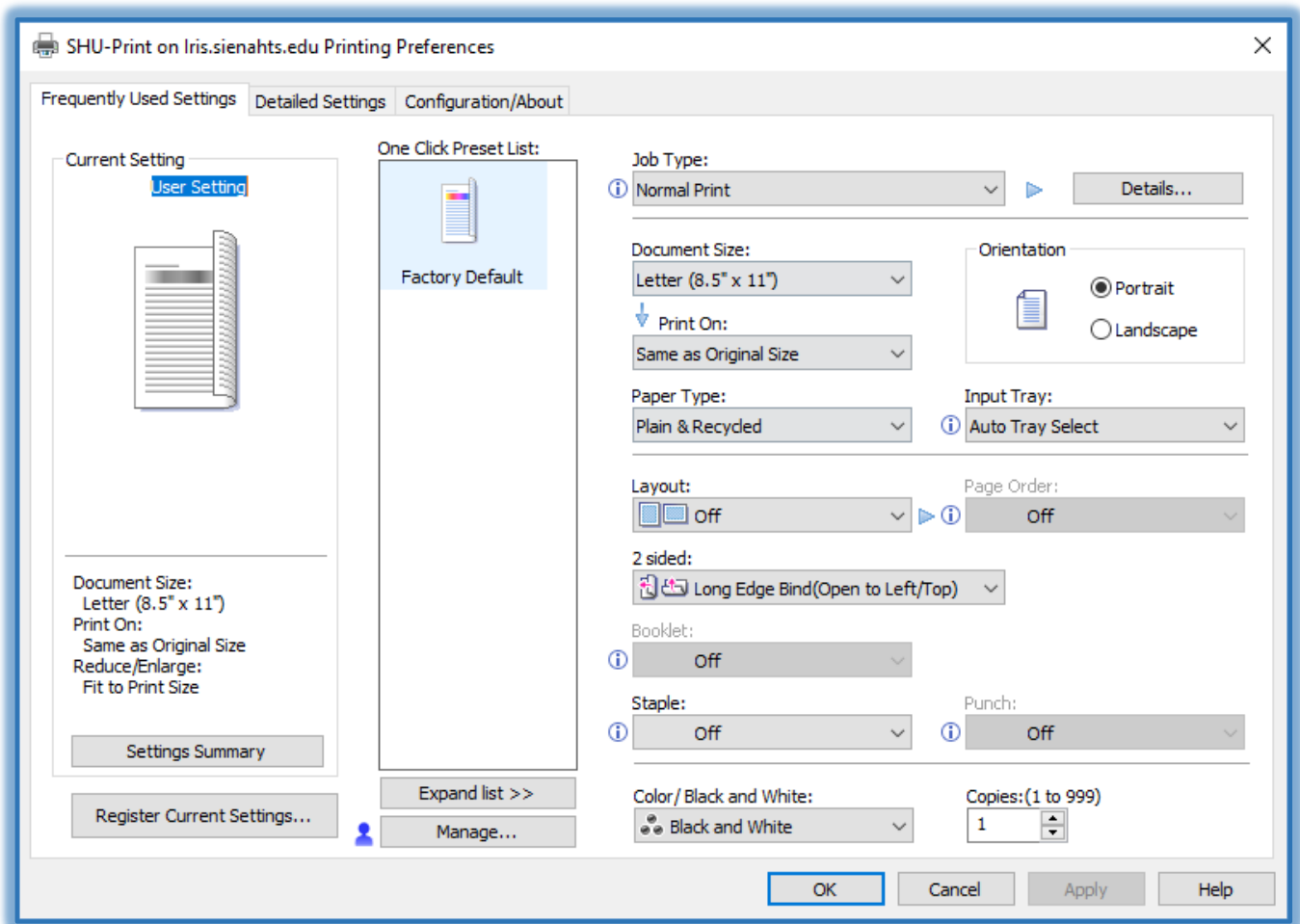
### Set a Default Printer

- ✦ Right-click on the **Printer** that is to be the default.
- ✦ Click the **Set as Default Printer** link.
- ✦ A **Green** check mark will appear next to the **Set a Default Printer** link.
- ✦ A **Green** check mark will also appear next to the default printer.

### Printing Preferences

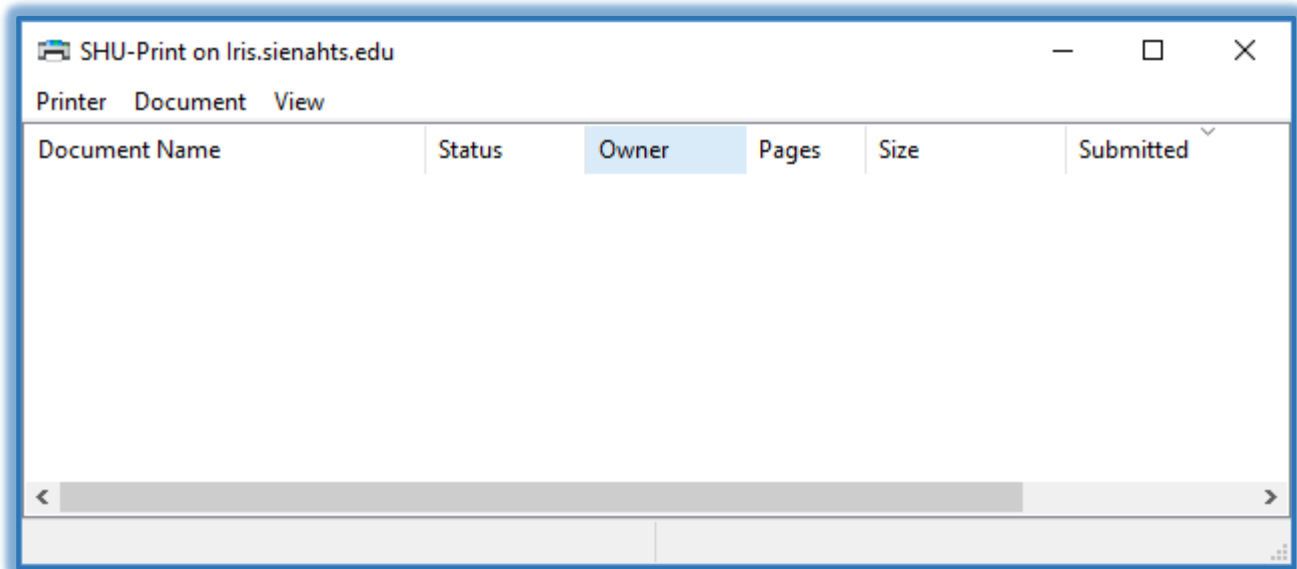
This area is used to change the default preferences for printing, such as Document Size or Orientation.

- ✦ Right-click on the **Printer** for which preferences are to be changed.
- ✦ Click **Printing Preferences** from the list.
- ✦ The **Printing Preferences** window will display.
- ✦ Make the changes to the preferences.
- ✦ Click the **Apply** button to accept the changes.
- ✦ Click the **OK** button to close the window and apply the preferences.



## See What is Printing

- + Click on the **Printer** to which the **Print Jobs** were sent.
- + Click the **See What's Printing** link at the top of the window.
- + The **Printer** window will display.



- ✦ A list of **Print Jobs** will display in the window.
- ✦ Click the **Printer Menu** to cancel or pause a Print Job.

#### **Remove a Device**

- ✦ Click the **Device** that is to be removed.
- ✦ Click the **Remove Device** link at the top of the window.