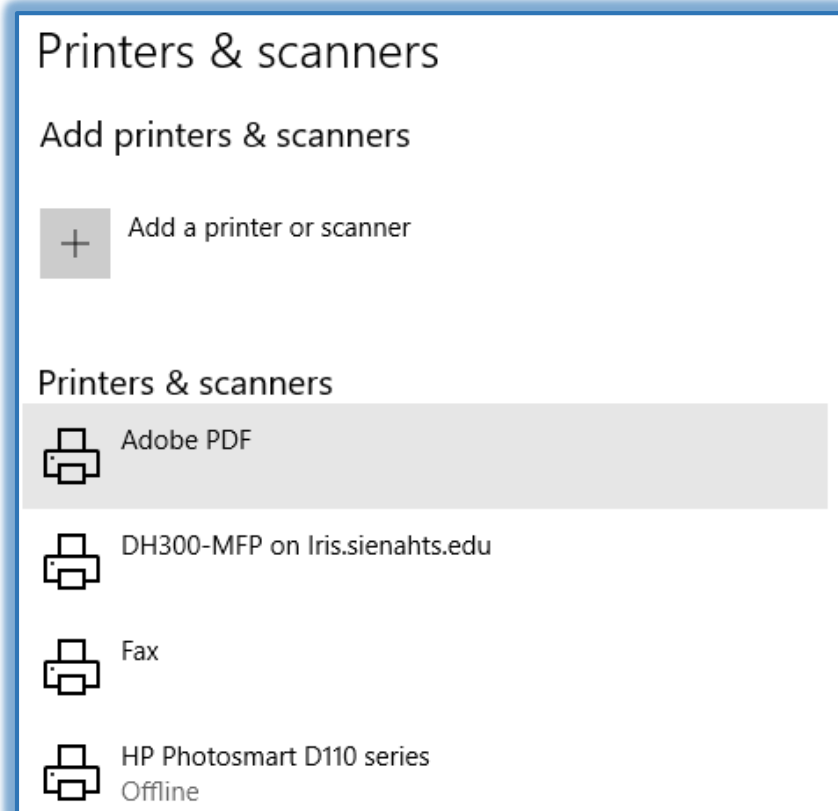


## Devices and Printers

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

### Add a Device or Printer

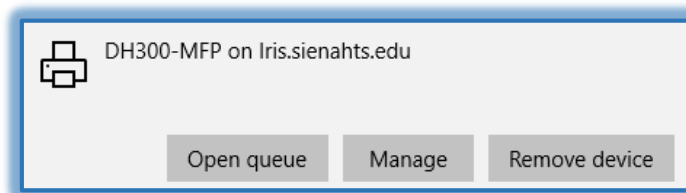
- ✦ Open the **Settings** window.
- ✦ Click the **Devices** link.
- ✦ The **Devices** window will display.
- ✦ Click the **Printers and Scanners** link.
- ✦ The **Printers and Scanners** window will display.



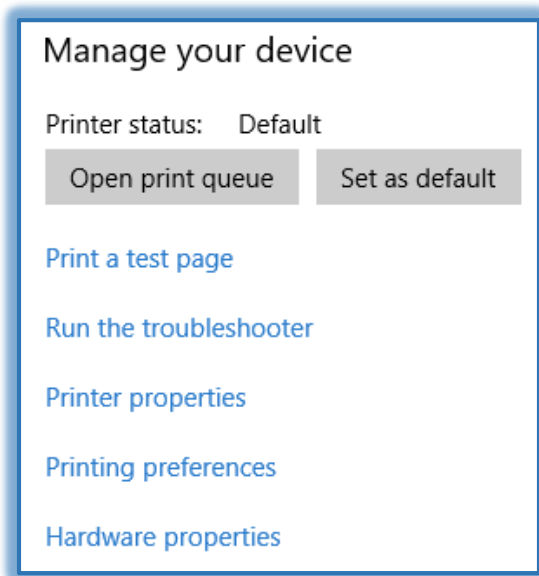
- ✦ Click the **Add a Printer or Scanner** link.
- ✦ When the search for a **Printer** is completed, click the Printer to select it.
- ✦ Click the **Add Device** button to add it to your list of printers.

### Set a Default Printer

- ✦ Click on the **Printer** that is to be the default.
- ✦ Click the **Manage** button.



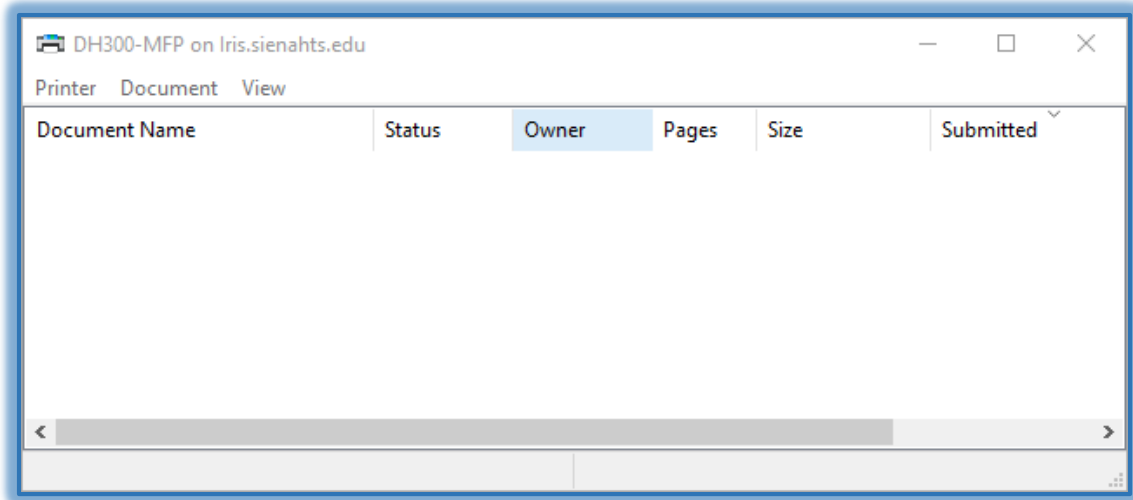
- ✦ The **Manage Your Device** window will display.



- ✦ Click the **Set as Default** button.

### Open Print Queue

- ✦ Click the **Printer** for which the **Print Queue** is to be opened.
- ✦ Click the **Manage** button.
- ✦ The **Manage Your Device** window will display.
- ✦ Click the **Open Queue** button.



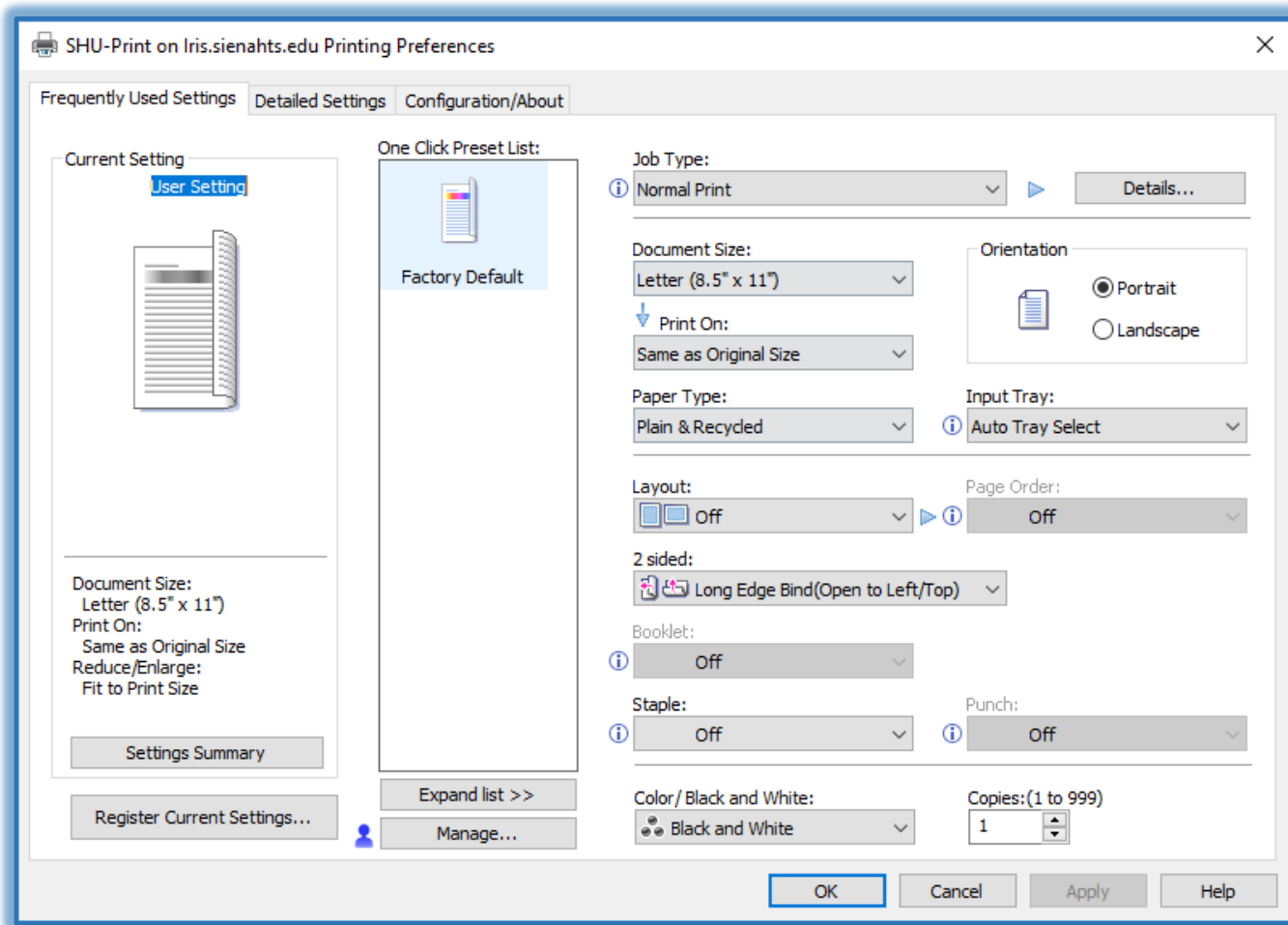
- ✦ The **Printer** window will display.
- ✦ A list of any print jobs will appear in the window.
- ✦ Click the **Printer** button to **Cancel** any print jobs.

### Printing Preferences

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

- ✦ Click on the **Printer** for which preferences are to be changed.
- ✦ Click the **Manage** button.
- ✦ The **Manage Your Device** window will display.

- ✦ 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.

### Remove a Device

- ✦ Click the **Device** that is to be removed.
- ✦ Click the **Remove Device** button.
- ✦ A confirmation message will display.
- ✦ Click the **Yes** button to remove the device.

