## Printers

### Printer Icons to Know

<table>
<thead>
<tr>
<th>Printer Menu</th>
<th>Color Printer</th>
<th>Black &amp; White Printer</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Icon" /></td>
<td><img src="image2.png" alt="Icon" /></td>
<td><img src="image3.png" alt="Icon" /></td>
</tr>
</tbody>
</table>

### Add a Printer

1. Click the arrow in your system tray
2. Select the Printer Menu icon
3. Click on the name of your campus in the left side-bar to open your campus printer map.
4. Click on the location of the printer you would like to install.
5. Select Install Printer
6. When prompted click “Yes” to install the printer.

**Optional:**
- Select the box marked “Set as Default Printer” before clicking Yes.

7. The printer will install on its own and notify you once installation is complete. Click “OK” to close the box.

### Change Default Printer - or - Remove Printer

1. Click on the Windows Search icon in your task bar.
2. Search for & open the Devices and Printers Settings page.
3. View your list of printers.
4. Your default printer has a green checkmark next to it.
5. Right click on any printer listed to Set as default printer or Remove device.