

Install a Copier

Here's how to reinstall or install the copier of your choice.

1.	<p>Check that you have Print Manager Plus – Client Installed Go to Control Panel Add/Remove Programs and look for this:</p> <div data-bbox="380 369 1118 428" data-label="Image"> </div> <p>If you don't have Print Manager Plus installed you can't use a copier. Call the Helpdesk (x3333) for assistance installing this program. After PrintManager Plus is installed follow the steps below.</p>
2.	Locate the copier you wish to use on the list in the email
3.	Single click the link to the copier
4.	<p>Click Open</p> <div data-bbox="1021 617 1445 842" data-label="Image"> </div>
5.	<p>Once the copier is installed a window appears with the name of the copier on the title bar Close this window</p> <div data-bbox="846 848 1445 1054" data-label="Image"> </div>

Remove the old copier that was printing from 10.3.1.10

6.	<p>Start, Printers and Faxes</p> <div data-bbox="1159 1136 1445 1199" data-label="Image"> </div>
7.	<p>Example: Select the copier "on 10.3.1.10"</p> <div data-bbox="1159 1220 1445 1276" data-label="Image"> </div>
8.	Press the DELETE key
9.	<p>Click Yes</p> <div data-bbox="1045 1325 1445 1404" data-label="Image"> </div>