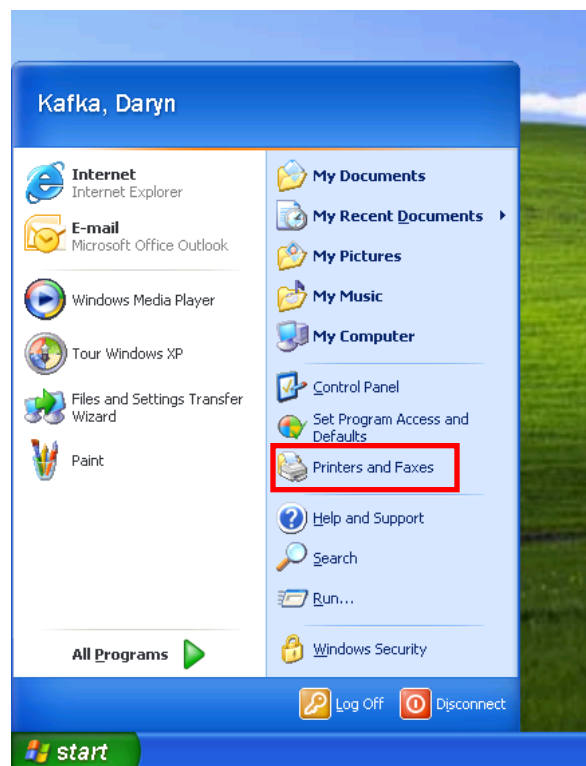


Add/Remove Printers

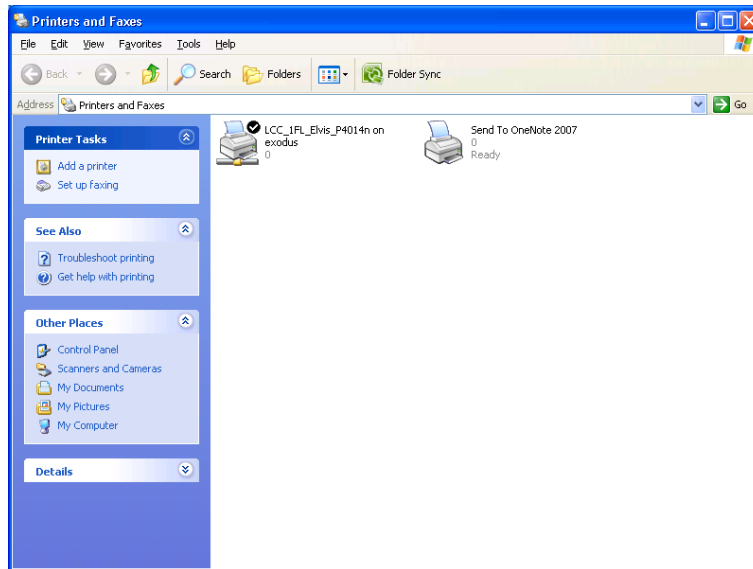
In trying to cut costs throughout campus we have set all color copiers to default to grayscale instead of color. What does this mean to you? Well if you have a printer installed on your computer that ends in **DP-C354**, **DP-C264**, or **DP-C262** then we are asking you to remove it from your computer and then add it back for the new changes to take effect. Here is how:

NOTE: Please make sure you write down or remember the name of the printer

Begin by clicking on the start menu and selecting Printers and Faxes



At the next screen find any of the copiers that were listed above and remove them by Right Clicking on it and selecting delete



Once they have been deleted you can close the box that is opened. Select the Start menu and click Run. Type in `\\exodus` and hit enter.

