

## Help Sheet: Installing Network Printers from the Handel Server

### Introduction

This will guide you through the steps of installing printers from the UP network that are on the Handel print server.

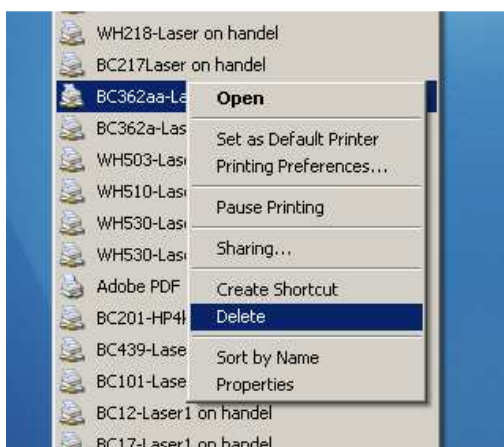
*Note: You will need to be logged into Cisco Clean Access before you can install any printer.*

### Steps

#### Delete any unused printers

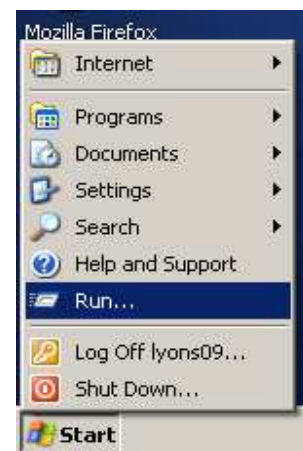
1. Click on the “**Start**” button
2. Click on “**Settings**”
3. Click on “**Printers and Faxes**”
4. Right click on any printer with the “**cassatt**” name and click on “**Delete**”

*Note: Do not delete any PDF printers*

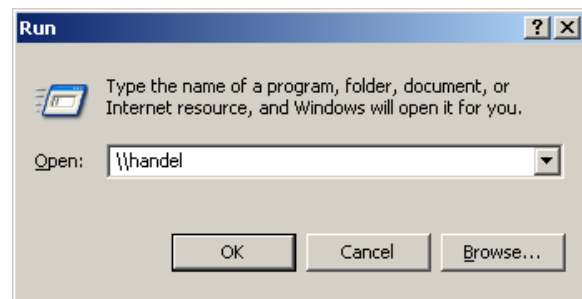


### Install new network printer

1. Click on the “**Start**” button
2. Click on “**Run**”



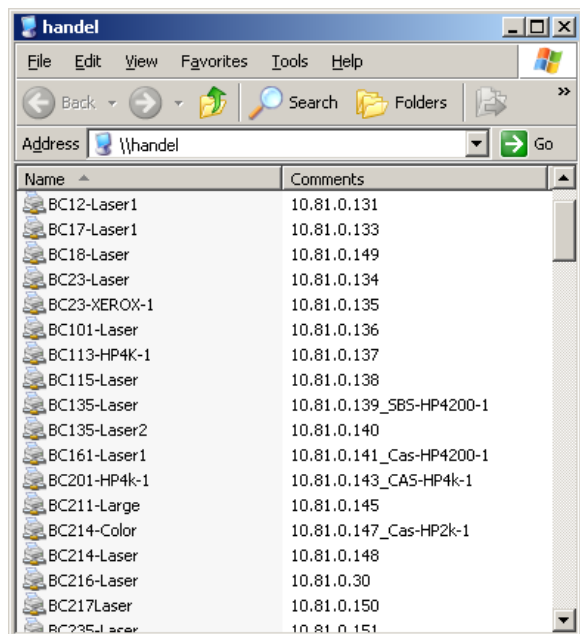
3. This will open the Run window
4. Within this window type in “**\\handel**”



5. Click the “**OK**” button

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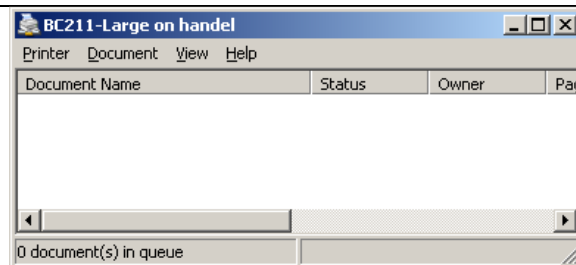
- This will open the Handel server window



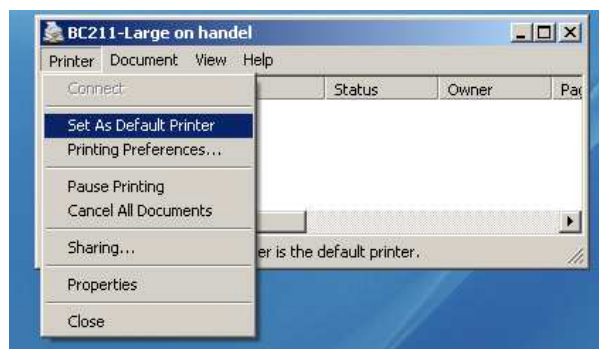
- Find the printer you wish to install; they are listed by building, then by room number
- Double click on the printer icon to install it
- The computer will show a flash light symbol while installing the correct drivers.



- The printer window will appear when it is done installing



- If you wish to make this your default printer then select the "Printer" menu
- Click the "Set As Default Printer" option



- You can now close any windows.

## End Help Sheet