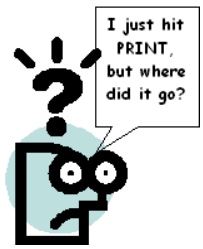


# Student Printing at FSU COM



We have networked printers all over the building that are available for you to print on. There are **color** and **black and white** printers, some of which will **duplex** (print front-and-back) as well as **staple** and **punch holes**. You must install printers to your laptop so that they will be available to you when you need to print a document, presentation, and so forth. You must also decide what printer to set as your **default printer**, so that when you hit the print button, you will know on which printer your job will come out.



**Help Save the Planet!  
Don't Kill Trees**



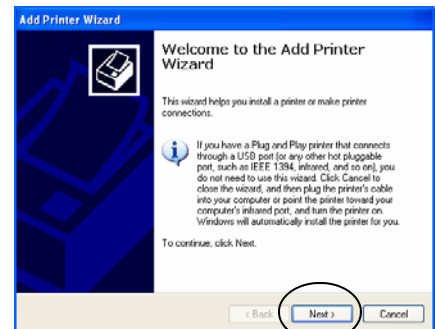
Print only when and what you absolutely need!  
Just because you **CAN** print doesn't mean you **SHOULD**.

## Printers are Named by their Room Numbers

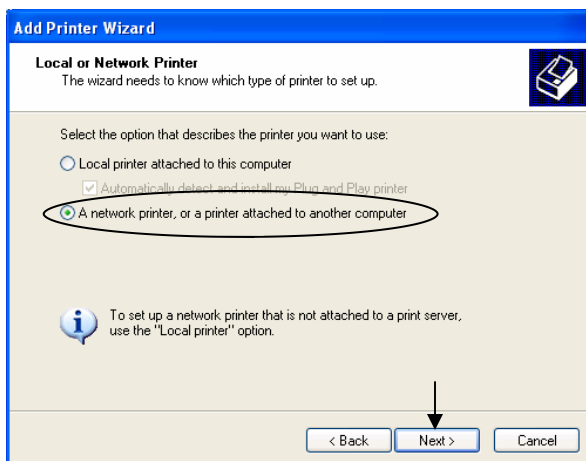
- Get a COM map from the main web page and learn room numbers.
- Set the printer in your learning community as your default printer.
- We do not install printers to your laptops.
- You have to install them yourself.
- Once a printer is installed, it should always be in your printer list.

## Installing a Printer

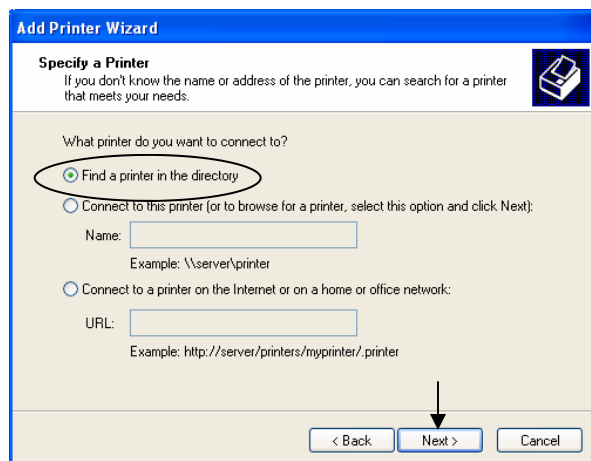
1. Left-click on the **START** button and choose **Settings** → **Printers and Faxes**
2. Select **Add a Printer**. The **Add Printer Wizard** will appear.
3. Click **Next>**
4. Make sure the **network printer** option is checked and click **Next >**



1



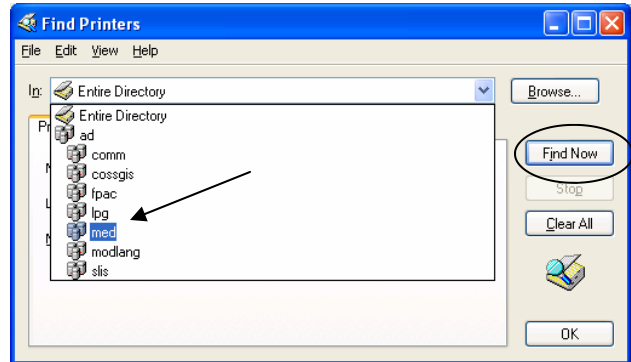
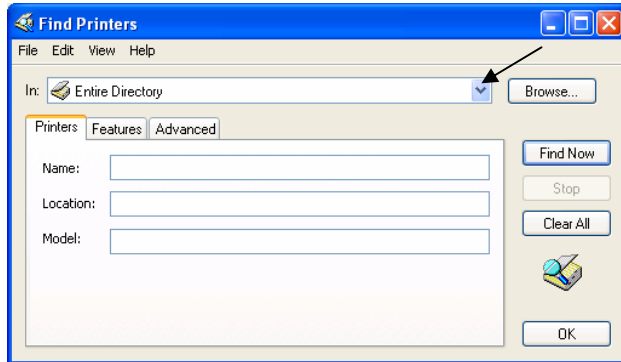
2



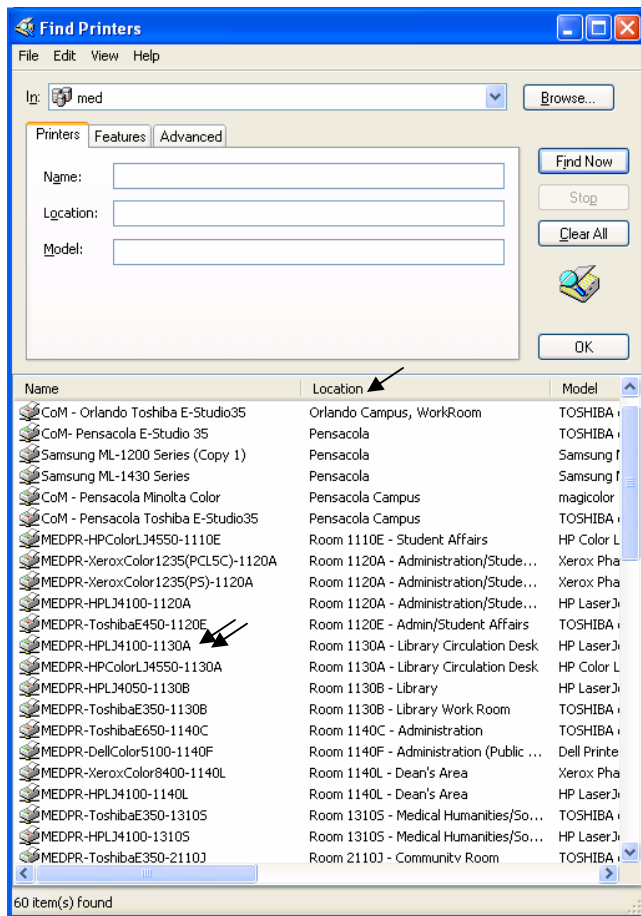
3

## Installing a Printer, Continued

- The **Find Printer** window (below) will appear.
- Pull down the **In: Entire Directory** dropdown box and find **Med**, which stands for the College of Medicine Network.



- Click the **Find Now** button.
- Sort the list by Location by clicking on the word "*Location*" and adjust the width of the columns so that you can read them. Locate the printer you need and



hover the mouse over it, right-click and choose **CONNECT** from the menu, or you can double-click on the printer you want in the list.

This printer will be added to your Printer list on all your application.

**When you need to print, use the File Menu > Print.** You can then pick your printer from the Printer **Name:** list before you hit the **OK** button. (below)

Choose **Properties** before you hit **OK** to tell the printer to duplex, staple, punch holes, print landscape, scale to fit.

