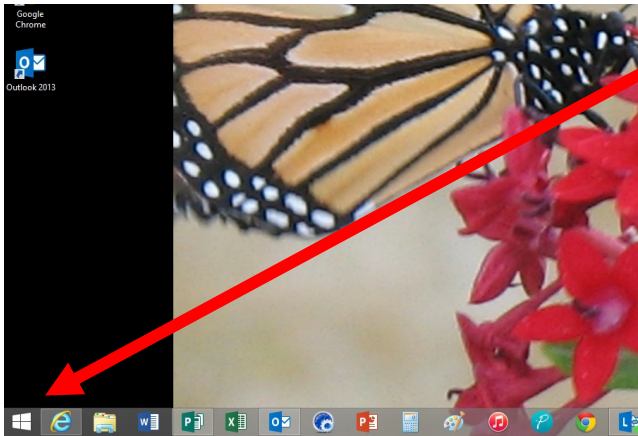


MAPPING THE NEW COPIERS

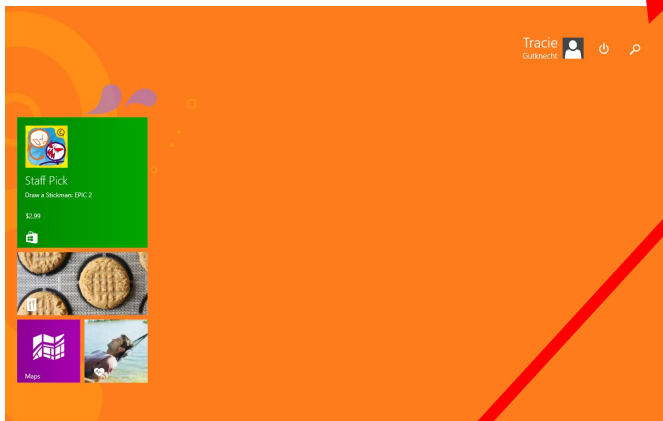


1. Click on the windows icon in the bottom left corner of your screen.

2. Click on the magnifying glass in the top right corner of your screen.

3. Start typing the word “printers”.

4. You will see a list of items. Choose Devices and Printers.



5. This will bring up a number of icons. Find the icon that represents your old copier, right click on that icon and then choose remove device. (You cannot add the new copier until the old machine is removed because it will not show up in the list of available devices.)

6. After the device has been removed, you will need to add the new copier to your profile. Click on Add Device in the upper left corner of your screen.

7. You will then see an alphabetical list of the buildings and their devices. Select the appropriate device and click next. When the mapping is complete the icon will look like the new copier.

