How to Install

1. Close all open documents.
2. Right-click the Windows icon at the bottom left corner of your screen and select Control Panel.
   a. Or, type the word Control into the search box to the right of the Windows Icon, then click Control Panel from the list.
3. Click View Devices and Printers (also labelled Devices and Printers).
4. Click Add a Printer at the top of the box.
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7. In the Name box, type the name of the printer you want to install. Library printers are:
   - 402P1 for black & white ($0.03/page)
   - 402P2Color for colour ($0.15/page)
8. Click on the name of the printer you want to install and click OK.
9. Once the printer has installed, click the Next and the Finish buttons.
10. Close the Devices and Printers box.
After-Hours

Printing and Scanning

Scanners and Black & White Printers

200P0: Beside room 246 near Test Centre
200P2: Beside room 227
400P2: Beside Learning Commons
400P4 (Wheelchair accessible): Outside the library doors

Colour Printers

100P1Color: Near room 153
200P1Color: Beside room 246 near Test Centre
400P6Color: Across from rooms 441 and 442
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8. Click on the name of the printer you want to install and click OK.

9. Once the printer has installed, click the Next and the Finish buttons.

10. Close the Devices and Printers box.
After-Hours Printing and Scanning

Scanners and Black & White Printers

200P0: Beside room 246 near Test Centre
200P2: Beside room 227
400P2: Beside Learning Commons
400P4 (Wheelchair accessible): Outside the library doors

Colour Printers

100P1Color: Near room 153
200P1Color: Beside room 246 near Test Centre
400P6Color: Across from rooms 441 and 442
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