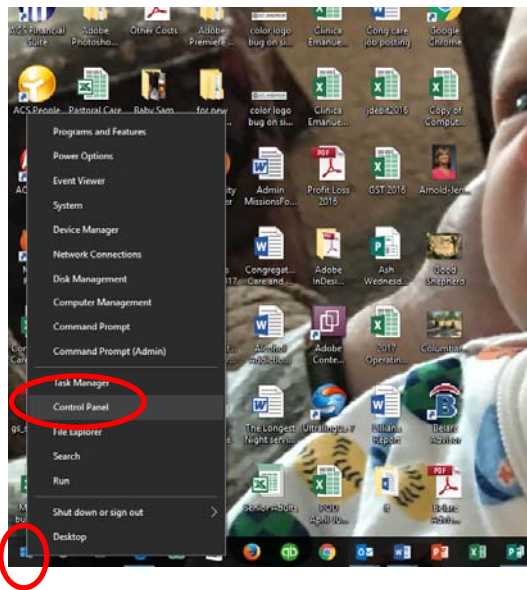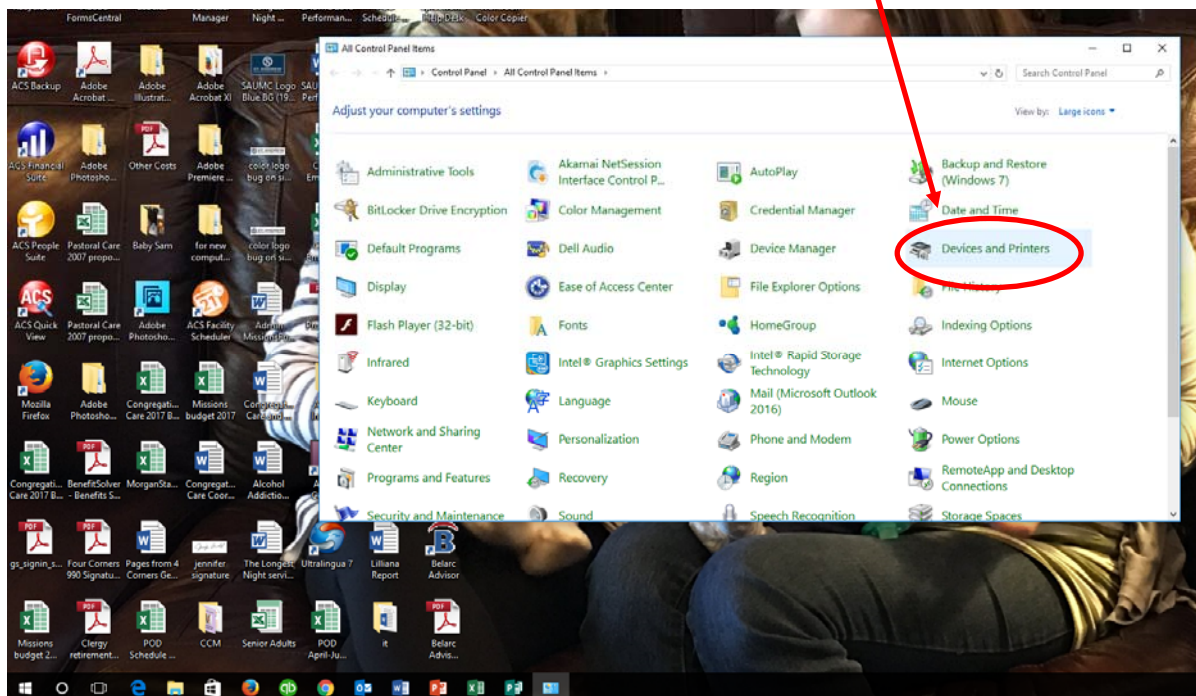Step 1: <u>Right</u> click the Windows symbol ⊞ at the bottom left corner of your screen.
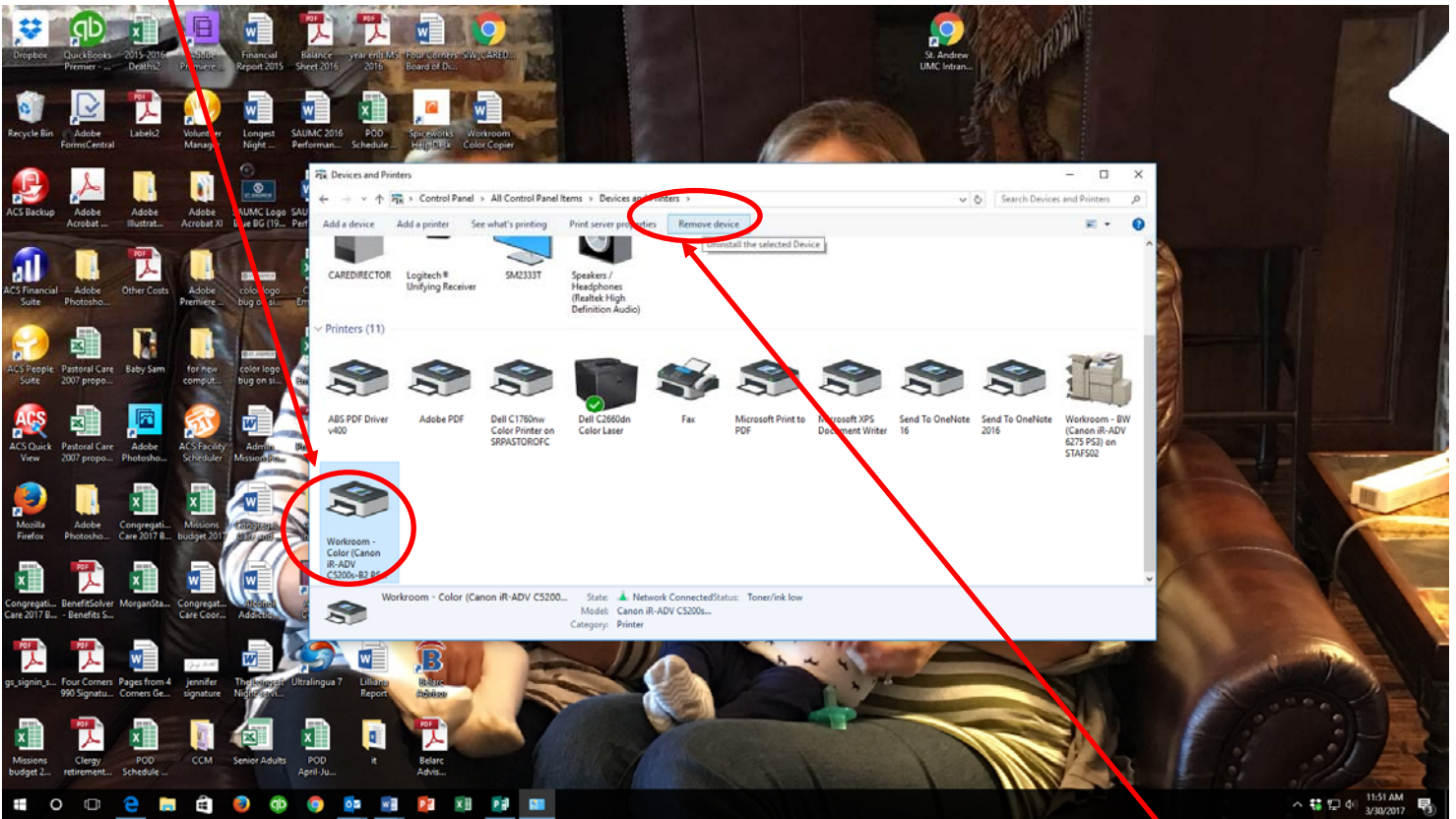

Step 2: Choose Control Panel and left click or enter.

Step 3: Choose Devices and Printers and left click or enter
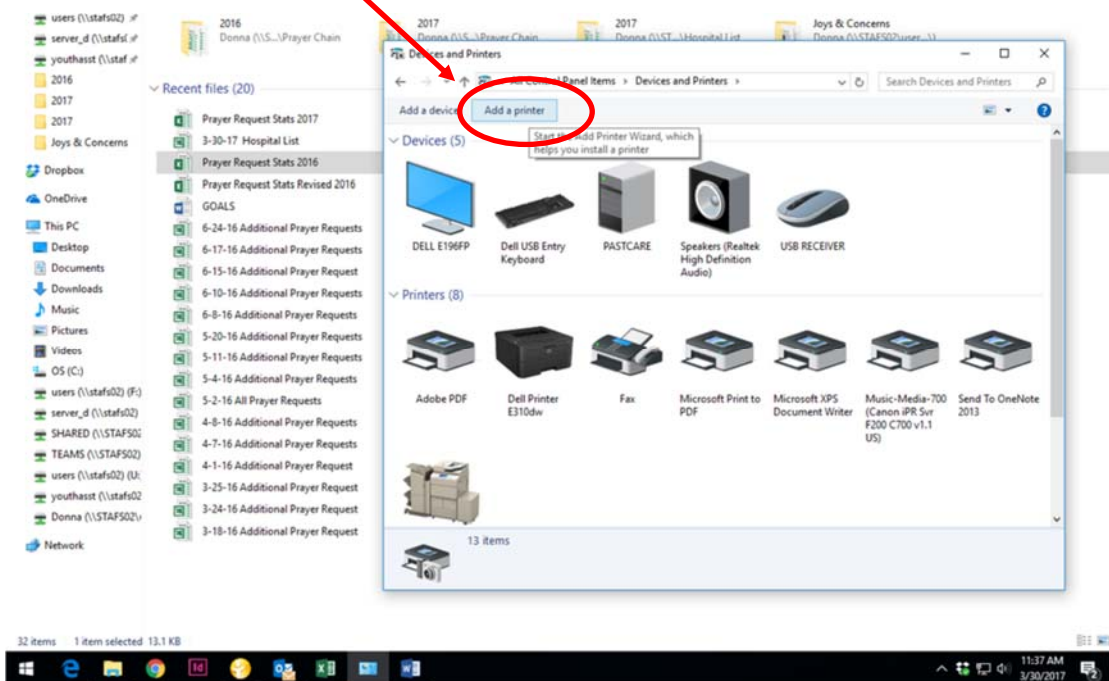
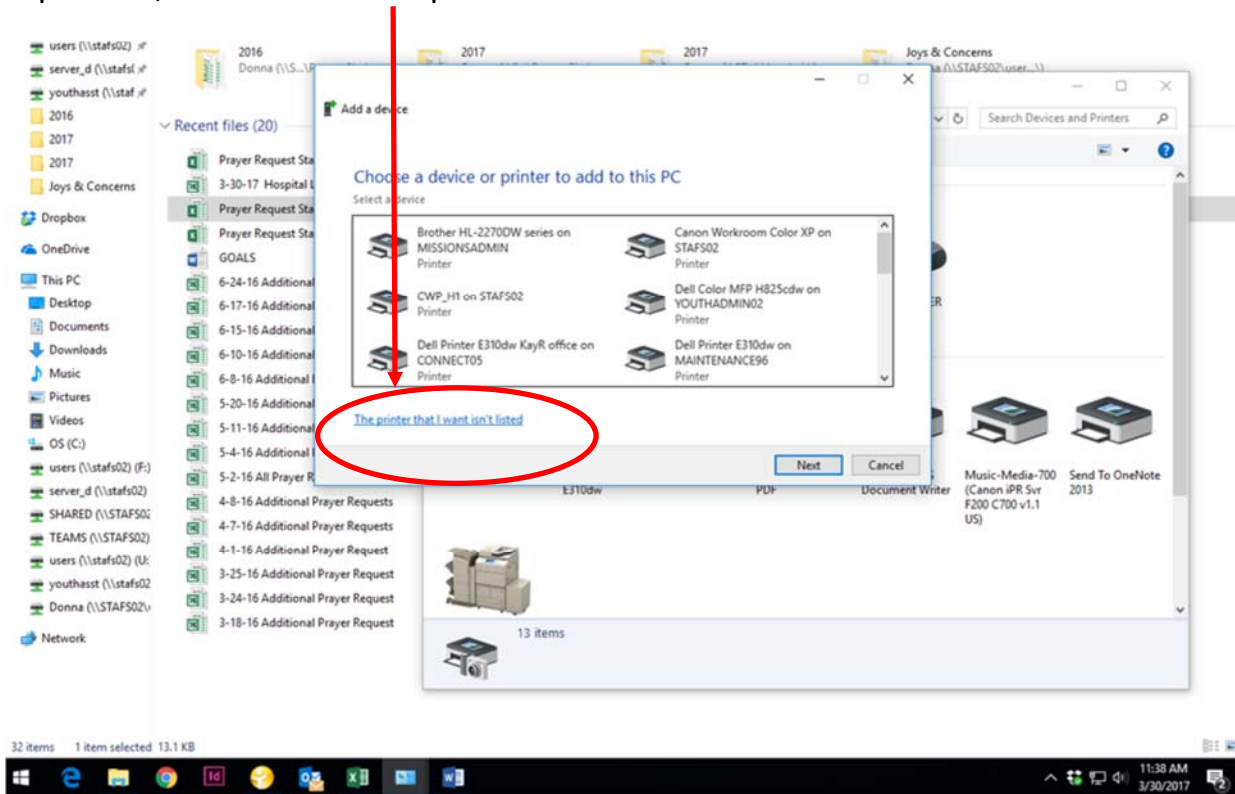Step 4: Check to see if you have an existing Workroom Color Printer.

Step 5: If so, and you are not able to print, highlight that printer and click Remove Device.
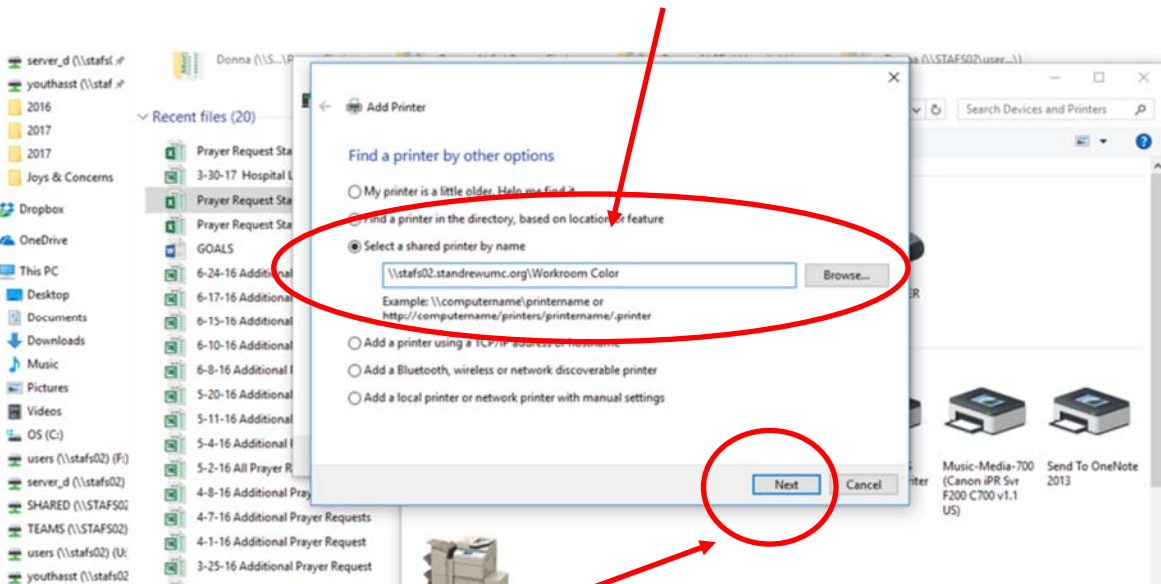
Step 6: Next, click Add Printer

Step 7: This is the screen that pops up. Wait for it to load the printers, then select "The printer that I want isn't listed"
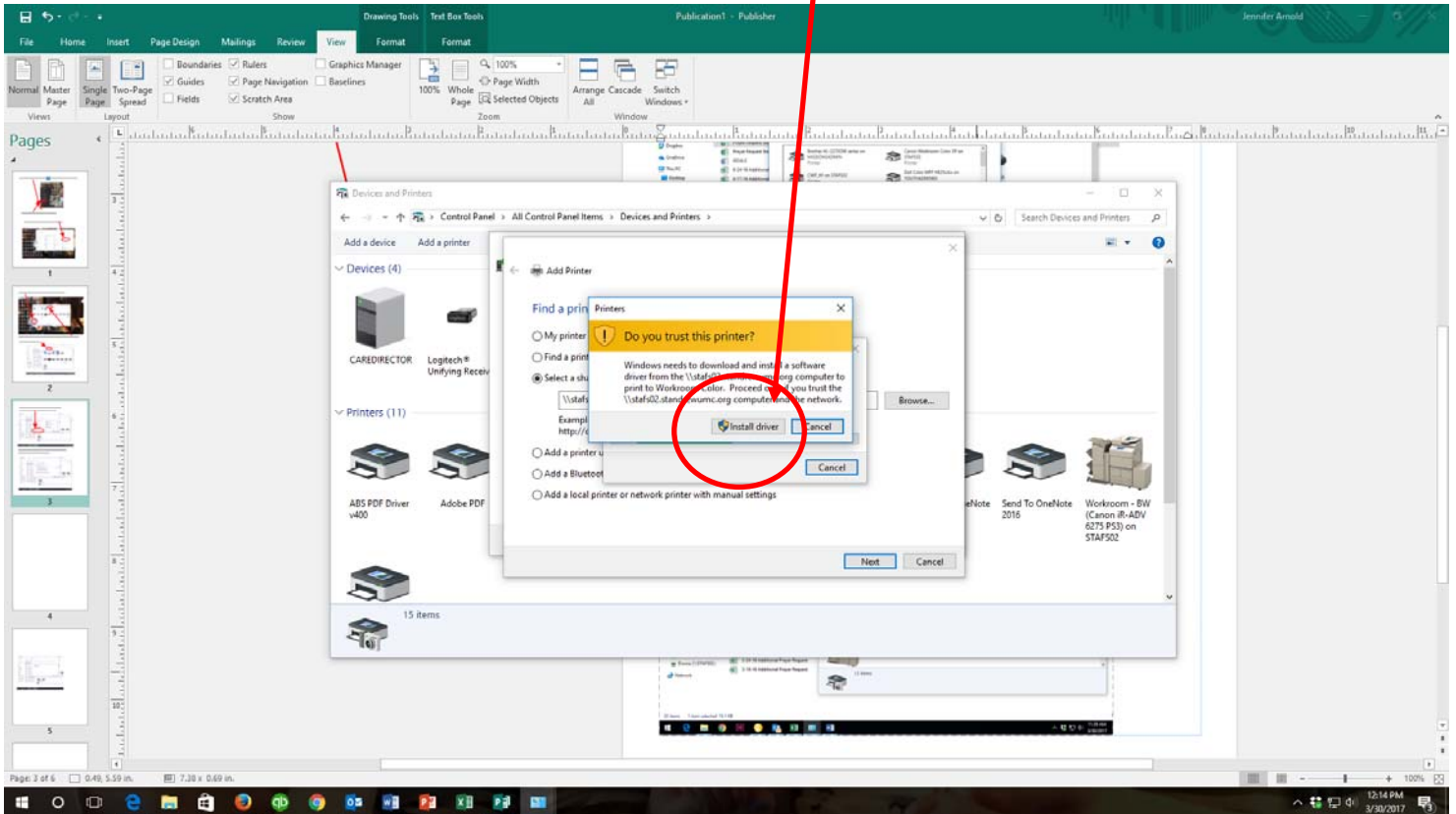

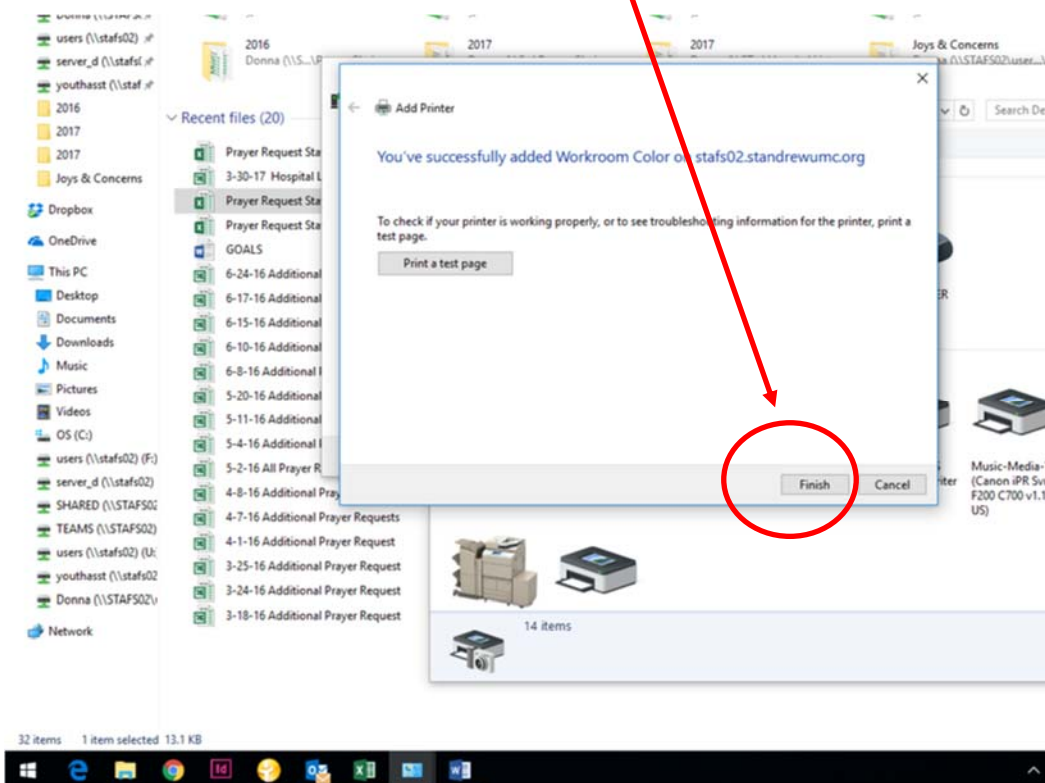Step 8: Choose "Select a shared printer by name. Then type in the box "\\stafs02.standrewumc.org\Workroom Color"

Step 9: Click Next

Step 10: You may get this message, if so click install driver and the next box click "Yes"

Step 11: You're almost done! Click Finish

CONGRATULATIONS!!

Your printer selection should now look like this for the Workroom Color Printer!