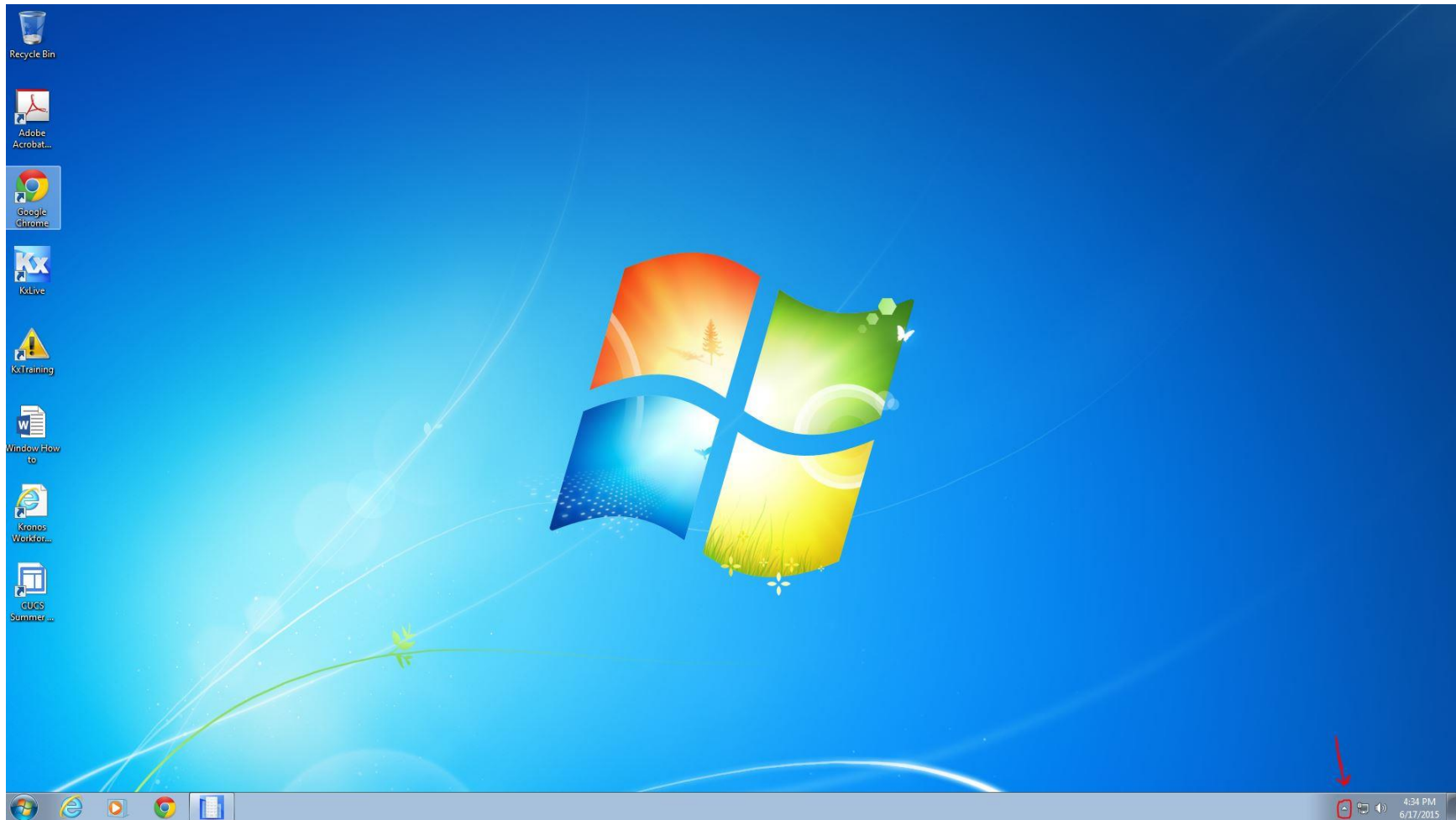


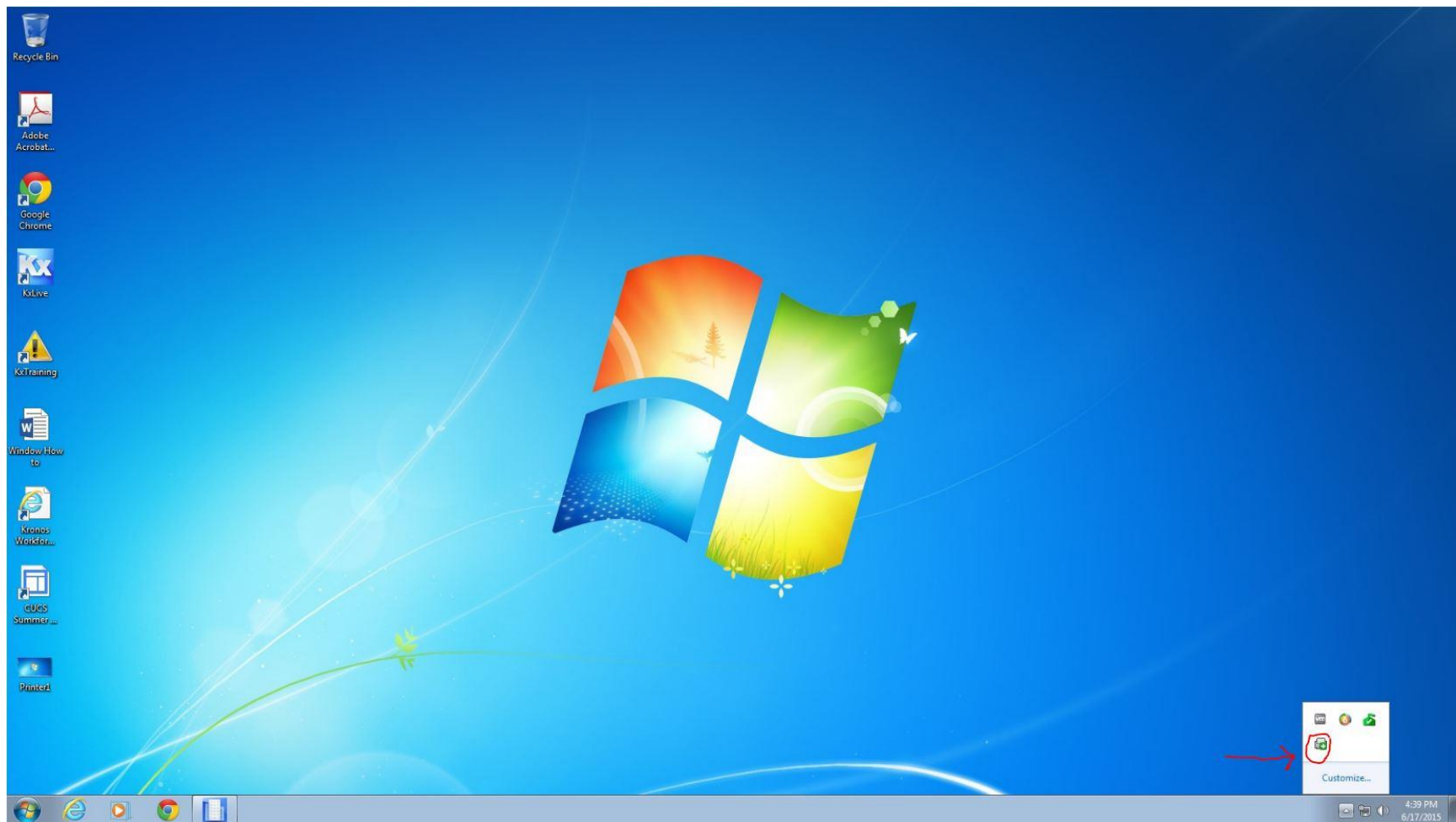
## HOW TO ADD NETWORK PRINTERS TO YOUR PROFILE

Step 1:

On your desktop, click the arrow button to expand out your icon menu in the lower right hand corner of your taskbar.



Step 2:  
Click the printer icon in the expanded icon menu.



### Step 3:

An internet explorer page will launch. Click on the printer that you would like to install (most of these are named based on the room number in which they are located.) When a dialogue box pops up asking you if you want to add the printer, click yes. You can click “set as default printer” if that printer is the one that you use most frequently.

The screenshot shows a web browser window displaying a printer installer page. The browser's address bar shows the URL <http://hds.vpl.ad.colorado.edu/>. The page header includes the "Be Boulder." logo and the text "University of Colorado Boulder". Below the header, there is a search bar for "Printer name or location" and a navigation menu with "HDS" and "HDS" options. The main content area displays a table of printers with columns for Printer Name, Driver, Location, and Comment. A dialog box titled "Confirm installation" is overlaid on the table, showing the selected printer "arn105-MFP" and asking "Do you want to install this printer?". The dialog box has "Yes" and "No" buttons, and a checkbox for "Set as default printer".

Printer Name	Driver	Location	Comment
aden-107-Color	Dell 3130cn Color Laser PS	Aden RM 107 (Front Office)	DELL 3130
andr-101-MFP	Dell Open Print Driver (PCL 5)	Andrews RM 101 (Front Office)	DELL 2335
arc-650-Color	HP LaserJet 700 color MFP M775 PCL 6	ARC 650	Housing Information Technology - HP M775
arn105-MFP	Dell MFP Laser 3115cn PS	Arnett RM 105 (Front Office)	DELL 3115
arn105-MFP	Dell MFP Laser 3115cn PS	Arnett RM e1b29 (Facilities)	DELL 3115
bcapa-1174-Color	Dell 3130cn Color Laser PS	Bear Creek RM 1174 (Mail Room)	DELL 3130
bcapa-1174-Copier	Xerox WorkCentre 7535 PS	Bear Creek room 1174	Xerox WorkCentre 7535
bker-e210-MFP	Dell C3760dn Color Laser PCL6		
buck-101-MFP	Dell Open Print Driver (PCL 5)		DELL 2335
c4c-n161-Color	Dell 3130cn Color Laser PS		DELL 3130
c4c-n165-MFP	Dell 2155cdn Color MFP PCL6		DELL 2155
c4c-n170-Copier	KONICA MINOLTA C360SeriesPS		Konica Minolta C360
c4c-n170-Laser	Dell C3760dn Color Laser PCL6		Dell 3760
c4c-n182-Color	Dell 3130cn Color Laser PS		DELL 3130
c4c-n182-MFP	Dell MFP Laser 3115cn PS	C4C RM N182 (BuffOne)	DELL 3115
c4c-n255-Color	Dell 3130cn Color Laser PS	C4C Dining Latin Office	DELL 3130
c4c-s141-Color	HP Color LaserJet CP5220 Series PCL6	C4C room S141	
c4c-s143-Color	Dell 3130cn Color Laser PS	C4C RM s143 (Creative)	DELL 3130
c4c-s163-MFP	Dell MFP Laser 3115cn PS	C4C RM S163 (Facilities)	DELL 3115
c4c-s168-Color	Dell 3130cn Color Laser PS	C4C RM s168 (Loading Dock)	DELL 3130
c4c-s262-Color	Dell 3130cn Color Laser PS	C4C RM s262 (Dining)	DELL 3130
c4c-s300-Color	Dell 3130cn Color Laser PS	C4C room S300	DELL 3760
c4c-s300-ColorA	Dell 3130cn Color Laser PS	C4C RM s300A (Finance BACK)	DELL 3130
c4c-s327-MFP	Dell MFP Laser 3115cn PS	C4C RM s327 (Cashiers)	DELL 3115
c4c-s342-Color	Dell 3130cn Color Laser PS	C4C room s342	DELL 3130
c4c-s342e-MFP	Dell MFP Laser 3115cn PS	C4C RM s342 (HR East)	DELL 3115
c4c-s342w-MFP	Dell MFP Laser 3115cn PS	C4C RM s342	DELL 3115
c4c-s343-Color	Dell 3130cn Color Laser PS	C4C RM s343 (Mail Room)	DELL 3130

#### Step 4:

The printer drivers will install and another dialogue box will pop up to notify you that the installation is complete. You can now use your printer, hooray!

The screenshot shows a Windows desktop environment with a 'Printer Installer' window open. The window title is 'Installing armt-105-MFP...'. The progress bar indicates the following steps: Waiting for service to be available, Obtaining printer details, Checking your current printer configurations, Obtaining driver, Installing driver, Creating printer, and Final configurations. The main area displays a list of printers with columns for Printer Name, Driver, Location, and Comment. A 'Notice' dialog box is overlaid on the list, stating: 'armt-105-MFP' has been successfully installed. The taskbar at the bottom shows the system clock as 4:47 PM on 6/17/2015.

Printer Name	Driver	Location	Comment
aden-107-Color	Dell 3130cn Color Laser PS	Aden RM 107 (Front Office)	DELL 3130
andr-101-MFP	Dell Open Print Driver (PCL 5)	Andrews RM 101 (Front Office)	DELL 2335
arc-650-Color	HP LaserJet 700 color MFP M775 PCL 6	ARC 650	Housing Information Technology - HP M775
armt-105-MFP	Dell MFP Laser 3115cn PS	Arnett RM 105 (Front Office)	DELL 3115
armt-e1b29-MFP	Dell MFP Laser 3115cn PS	Arnett RM e1b29 (Facilities)	DELL 3115
bcapa-1174-Color	Dell 3130cn Color Laser PS	Bear Creek RM 1174 (Mail Room)	DELL 3130
bcapa-1174-Copier	Xerox WorkCentre 7535 PS	Bear Creek room 1174	Xerox WorkCentre 7535
bker-e210-MFP	Dell C3760dn Color Laser PCL6	Baker Hall room e210	
buck-101-MFP	Dell Open Print Driver (PCL 5)		DELL 2335
c4c-n161-Color	Dell 3130cn Color Laser PS		DELL 3130
c4c-n165-MFP	Dell 2155cdn Color MFP PCL6		DELL 2155
c4c-n170-Copier	KONICA MINOLTA C360SeriesPS		Konica Minolta C360
c4c-n170-Laser	Dell C3760dn Color Laser PCL6		Dell 3760
c4c-n182-Color	Dell 3130cn Color Laser PS	C4C RM n182 (eudOne)	DELL 3130
c4c-n182-MFP	Dell MFP Laser 3115cn PS	C4C RM N182 (BuffOne)	DELL 3115
c4c-n255-Color	Dell 3130cn Color Laser PS	C4C Dining Latin Office	DELL 3130
c4c-s141-Color	HP Color LaserJet CP5220 Series PCL6	C4C room S141	
c4c-s143-Color	Dell 3130cn Color Laser PS	C4C RM s143 (Creative)	DELL 3130
c4c-s163-MFP	Dell MFP Laser 3115cn PS	C4C RM S163 (Facilities)	DELL 3115
c4c-s168-Color	Dell 3130cn Color Laser PS	C4C RM s168 (Loading Dock)	DELL 3130
c4c-s262-Color	Dell 3130cn Color Laser PS	C4C RM s262 (Dining)	DELL 3130
c4c-s300-Color	Dell 3130cn Color Laser PS	C4C room S300	DELL 3760
c4c-s300-ColorA	Dell 3130cn Color Laser PS	C4C RM s300A (Finance BACK)	DELL 3130
c4c-s327-MFP	Dell MFP Laser 3115cn PS	C4C RM s327 (Cashiers)	DELL 3115
c4c-s342-Color	Dell 3130cn Color Laser PS	C4C room s342	DELL 3130
c4c-s342e-MFP	Dell MFP Laser 3115cn PS	C4C RM s342 (HR East)	DELL 3115
c4c-s342w-MFP	Dell MFP Laser 3115cn PS	C4C RM s342	DELL 3115
c4c-s343-Color	Dell 3130cn Color Laser PS	C4C RM s343 (Mail Room)	DELL 3130