

INSTRUCTIONS TO LOAD PRINTERS FOR THE LIBRARY

1. Exit current print screen
2. Click on “Start” button
(bottom left corner)
3. Open Microsoft Word
4. Click on “File” and “Print”
5. Click on the rectangular box
below the word “**Printer**”
6. Click on “add printer”
7. In the name box type one of
the following:
 - a. bhslibPrinterC (library
color printer)
 - b. BhslibPrinter (library
printer)
8. Click “find now” button
9. Double click on printer
address in “Search results”
10. Start process over for
additional printers