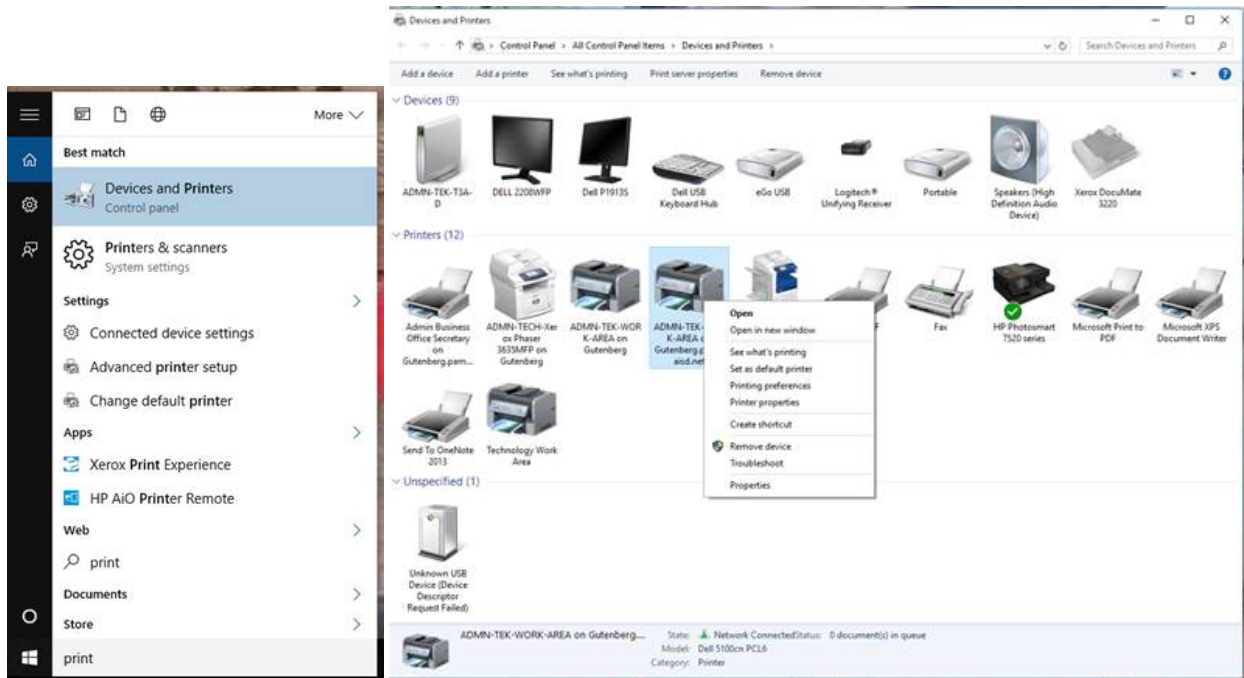


Printer Info

You may notice that there are several printers installed and some will say Gutenberg on them. These are ones that get pushed out to the computers through a lovely networking tool called a Script. These should be there according to locations and positions. Also there are a few that really are not printers at all but tools to help you with different programs like Adobe or OneNote. These will help you with printing documents from those programs and should be left alone.

Also, several of you are wondering why the default printer cannot be set by us. This is a Microsoft design. You, the end user are to customize things the way you want them. Kind of like ordering a Big Mac! Once you log in and go through that long process of getting your user set up (another Microsoft design) you will need to change your default printer to whichever one you choose. Here are some steps with screen shots to help you do this.

1. Type in “Printer” in the search bar at the bottom left corner. And click on “Devices and Printers”



2. Right click on the printer you want to make default and on the menu that pops up, click on “Set as Default Printer”. That’s it...you’re done!