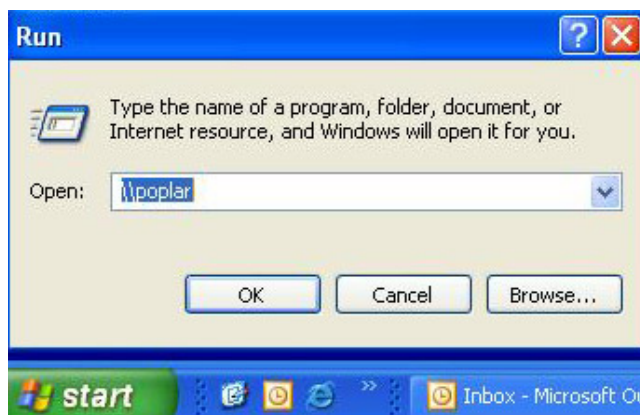


Windows Installation for the Copy Center Printers.

If the link from our Printer Installation page doesn't work for you, the printers may be installed manually. It's a relatively painless procedure which can be completed with a few mouse-clicks and key-strokes in under a minute.

Step 1: Click on "Start" on the lower-left corner of your screen and select "Run." A window will pop up as in the image to the right. Type "[\\poplar](#)" into the text window and then click on "OK." This will send you directly to the next step.



Step 2: Find the Copy Center printers on the next window which pops up. Their names are: "COPY-COLOR" and "COPY-BLACK."

Step 3: Right-click each printer and select "Connect..."

Step 4: Open any of your own documents and prepare to print. "COPY-COLOR" and "COPY-BLACK" should appear in your list of printers, ready to use as if they were in your own office.

WARNING: Do not select one of our printers as your default printer. This would send all of your documents to the Copy Center rather than to your office printer.

NOTE: Send only one copy of the document the the Copy Center. We will adjust the quantity on our end.

