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.