

Adding and Deleting Printers on Your Computer

AgIT Call Center

FAQ No. C7.1.1

AgIT installed a new networked printer. How do I install the new printer and delete the old one?

When you purchase a new printer, you may want to get rid of the old printer in your office. You will need to remove/delete the old printer option from your computer and add the new printer option. The directions below provide steps to complete both processes.

A demonstration of this procedure is available for viewing at http://sharepoint.agriculture.purdue.edu/agit/training/FAQ/C7_1_1.htm.

Deleting an Old Printer From Your Computer:

The following steps outline how to delete an old printer from your computer's printer options:

1. Click the **Start** menu.
2. Highlight **Settings** by moving your cursor over the word.
3. Click **Printers and Faxes**.
4. Right click the printer to be deleted and select **Delete** from the menu that opens.

Installing a New Printer on Your Computer:

The following steps outline how to install a new printer to your computer's printer options:

1. Click the **Start** menu.
2. Click **Run**.
3. Type the location of your printers (i.e., \\1144Countyname) then click **OK**. (Type the name of your County in place of "Countyname" for the printer.)

NOTE: The TC will be given the names and locations of the printers.

4. Double click on the printer you wish to install (i.e., 1144 Allen CHP1PS). See list for more printer names.

Frequently Asked Questions

Adding and Deleting Printers on Your Computer

AgIT Call Center

FAQ No. C7.1.1

- Click the **X** on the open printer window to close the window. The printer is now installed.

Current Printer Name

\\1144allen\1144AllenCHP1 PostScript
 \\1144bartholomew\1144BarthoLabelsEP1
 \\1144bartholomew\1144BarthoHP1
 \\1144bartholomew\1144BarthoJ1
 \\1144clinton\1144ClintonCHP1-PS
 \\1144crawford\1144CrawfoLabelsPK
 \\1144daviess\1144DaviesLabelsEP1
 \\1144daviess\1144DaviesAR-M280N
 \\1144decatu\1144DecatuLabelsEp1
 \\1144elkhart\DYMO LabelWriter 330 Turbo
 \\1144elkhart\1144ElkharLP1 PDF
 \\1144fayette\1144FayettDeskJet
 \\1144floyd\1144FloydKonicaC350
 \\1144franklin\1144FranklLabelsEP1
 \\1144hancock\1144HancocMX-4501N
 \\1144harrison\1144HarrisCHP1PCL
 \\1144harrison\1144HarrisDesignJet
 \\1144hendricks\1144HendriLabelsEP1
 \\1144hendricks\1144HendriHP3PS
 \\1144howard\1144HowardLabelsEP1
 \\1144huntington\1144HuntinHP2color
 \\1144kosciusko\1144KosciuOKI1PS
 \\1144lawrence\1144LawrenLabelsEp1
 \\1144madison\1144MadisoLabelsEp1
 \\1144marion\1144MarionSavin4090
 \\1144marion\1144MarionSavin2575
 \\1144marion\1144MarionSavin2408
 \\1144montgomery\1144MontgoCHP1
 \\1144porter\1144PorterLabelsEP1
 \\1144shelby\1144ShelbyLabelsEp
 \\1144spencer\1144SpenceLabelsPa
 \\1144starke\1144StarkeLabelsEp1

New Printer Name

\\1144allen\1144AllenCHP1PS
 \\1144bartholomew\1144BarthEP1
 \\1144bartholomew\1144BarthHP1
 \\1144bartholomew\1144BarthIJ1
 \\1144clinton\1144ClintoCHP1PS
 \\1144crawford\1144CrawfoPK
 \\1144daviess\1144DaviesEP1
 \\1144daviess\1144DaviesARM280
 \\1144decatu\1144DecatuEP1
 \\1144elkhart\DYMO330T
 \\1144elkhart\1144ElkharLP1PDF
 \\1144fayette\1144FayettDJ1
 \\1144floyd\1144FloydKC350
 \\1144franklin\1144FrankIEP1
 \\1144hancock\1144HancocMX4501
 \\1144harrison\1144HarrisCHP1P
 \\1144harrison\1144HarrisDJ1
 \\1144hendricks\1144HendriEP1
 \\1144hendricks\1144HendriHP3P
 \\1144howard\1144HowardEP1
 \\1144huntington\1144HuntiCHP2
 \\1144kosciusko\1144KosciuOP1P
 \\1144lawrence\1144LawrenEP1
 \\1144madison\1144MadisoEP1
 \\1144marion\1144MarionS4090
 \\1144marion\1144MarionS2575
 \\1144marion\1144MarionS2408
 \\1144montgomery\1144MontgCHP1
 \\1144porter\1144PorterEP1
 \\1144shelby\1144ShelbyEP1
 \\1144spencer\1144SpencePP1
 \\1144starke\1144StarkeEP1

Frequently Asked Questions

Adding and Deleting Printers on Your Computer

AgIT Call Center

FAQ No. C7.1.1

\\1144switzerland\1144SwitzeCHP1	\\1144switzerland\1144SwitCHP1
\\1144switzerland\1144SwitzeHP2	\\1144switzerland\1144SwitHP2
\\1144vanderburgh\1144VanderDJ800PS	\\1144vanderburgh\1144VandDJ1P
\\1144vanderburgh\1144vanderCHP2	\\1144vanderburgh\1144vandCHP2
\\1144warrick\1144WarrickKyocera	\\1144warrick\1144WarrickKP1
\\1144warrick\1144WarrickKyoceraAlt	\\1144warrick\1144WarrickKP1Alt
\\1144warrick\1144WarrickDJ5550	\\1144warrick\1144WarrickDJ1
\\1144washington\1144WashinPhoto	\\1144washington\1144WashiPhot
\\1144washington\1144WashinHP1PS	\\1144washington\1144WashiHP1P
\\1144whitley\1144WhiteLabelsEp1	\\1144whitley\1144WhiteEp1
\\1144southeast\1144SoutheHP1color	\\1144southeast\1144SoutheCHP1
\\1144swpac\1144SouthwRicoh2018D	\\1144swpac\1144SouthwR2018D

Frequently Asked Questions

Page 3 of 3

Created: 3/06/2006

Modified: 1/18/2007