QUICK GUIDE

Configuring Default Printer

Windows XP

Connecting to a networked printer

1. Click

2. Select "Printers and Faxes"

3. Type the printer server name \Taka into the address bar as shown below and press Enter:

4. Point to the preferred printer and right click

5. Left click to Connect...

6. Repeat the steps to connect to your choices of printers
Set your default printer

1. Click

2. Select Printers and Faxes OR Settings

3. Point to the preferred printer and right click

4. Left click to Set as Default Printer
Windows 7

Connecting to a networked printer

1. Click and select Devices and Printers

2. Type the printer server name \taka into the address bar as shown below and press Enter:

3. Point to the preferred printer and right click

4. Left click to Connect...
Set your default printer

1. Click and select

2. Point to the preferred printer and right click

3. Left click Set as default printer