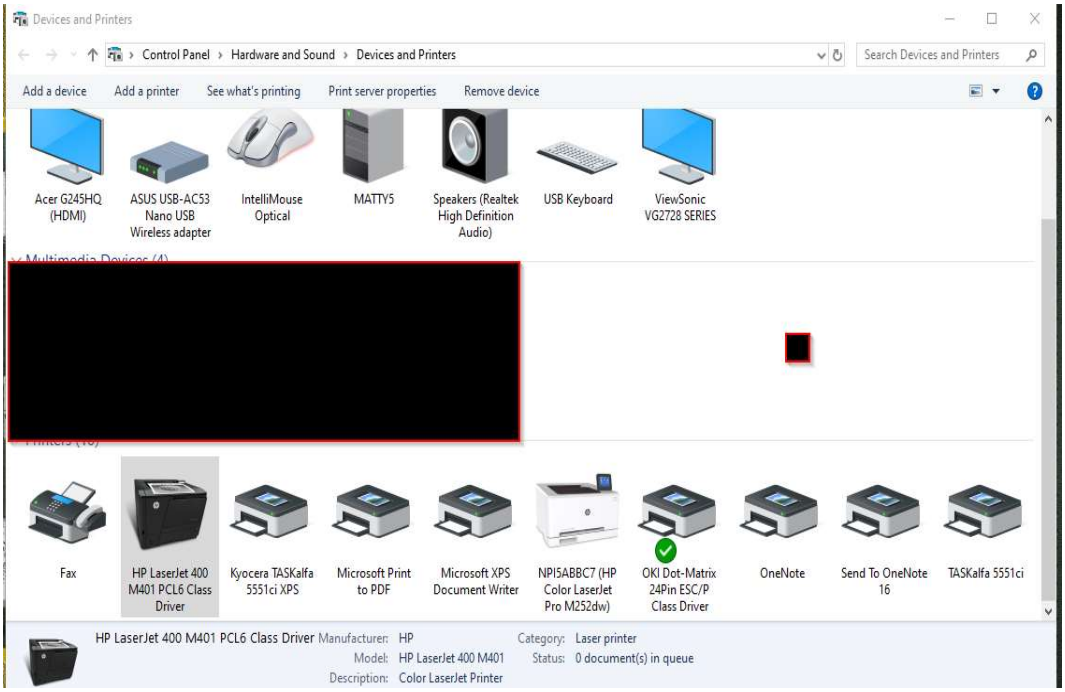
How to setup Back, White, and Color printing on ONE Printer.

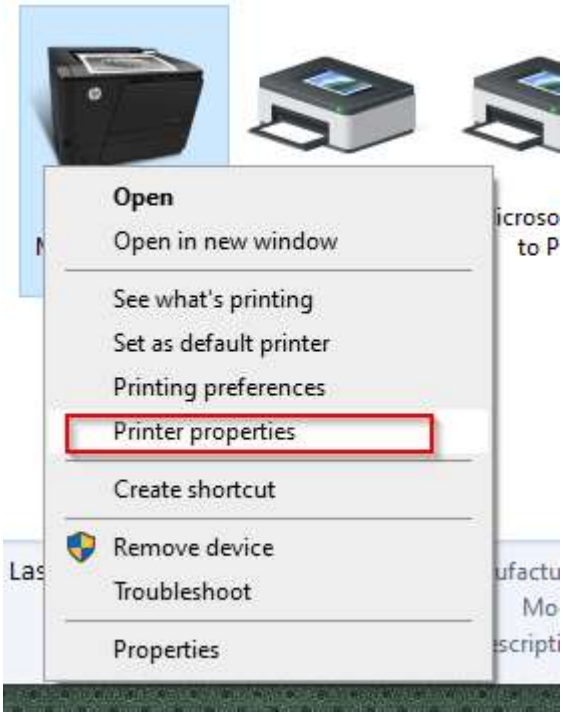
There is a reason why if you can install 5 copies of the same printer. When you install a driver, you are downloading software to talk to the hardware. The icon of the printer is the driver that sends information to a print DEVICE that is the physical printer. This enables you to setup different permissions to different printers. You can set times, set escalated printers to only work with staff only accounts, and stop people from printing an entire book through printing. This will not work with black and white only printers but color printers only.

PLEASE NOTE THAT YOU WILL NEED to be an administrator to make changes to these things and for demonstrations I will be setting this up for patron usage only.

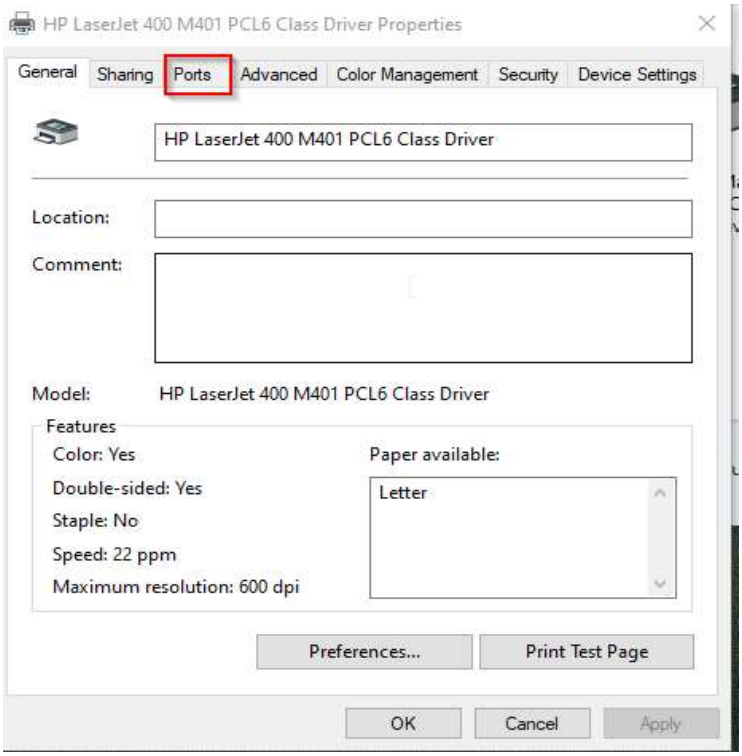
1) Open the control panels (not settings) devices and printers. So the fastest way to do that is type windows key () and R. this will load the run command. You want to type in Control printers and you should see this screen pop up.



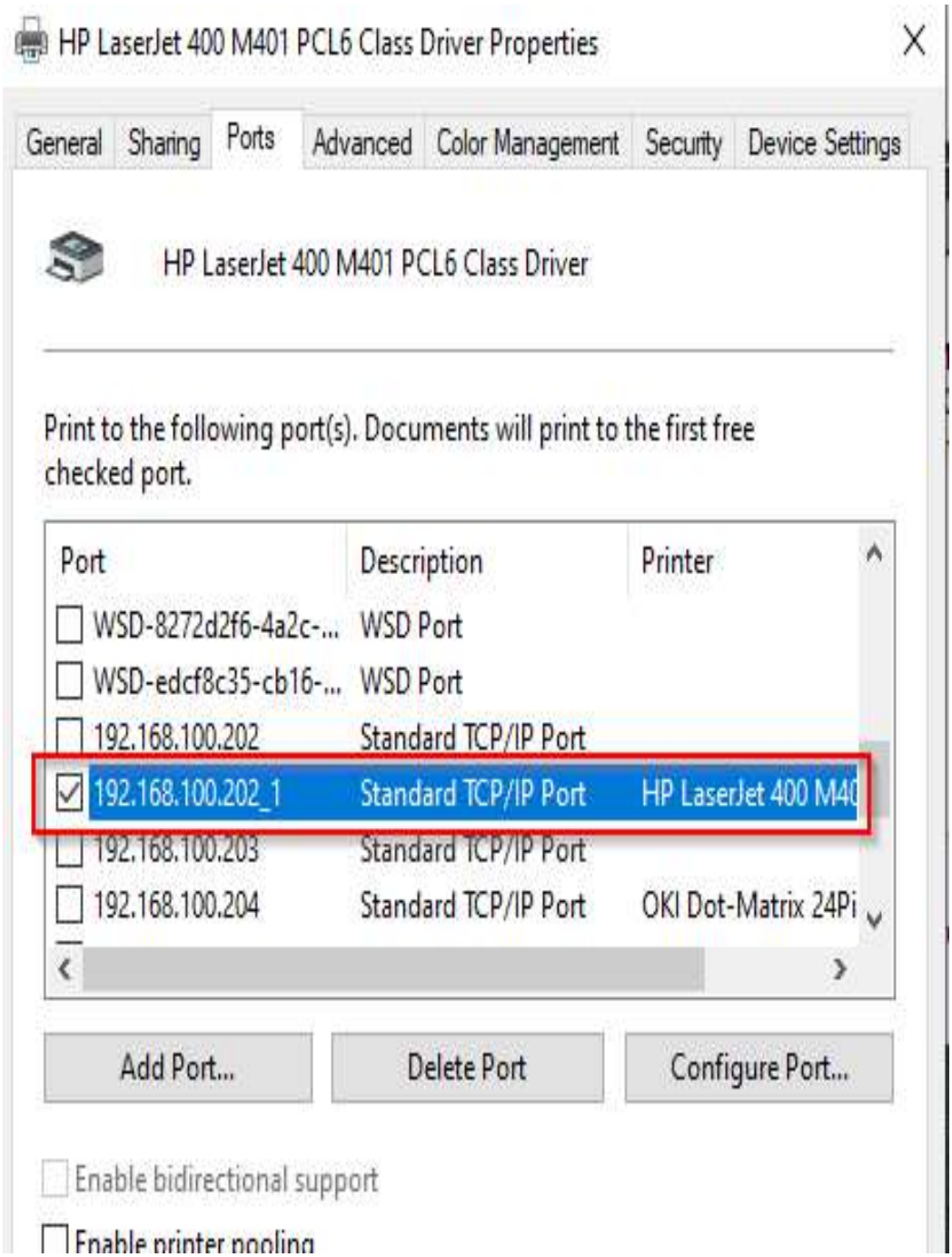
2) You will then select a printer, right click, and select printer properties.



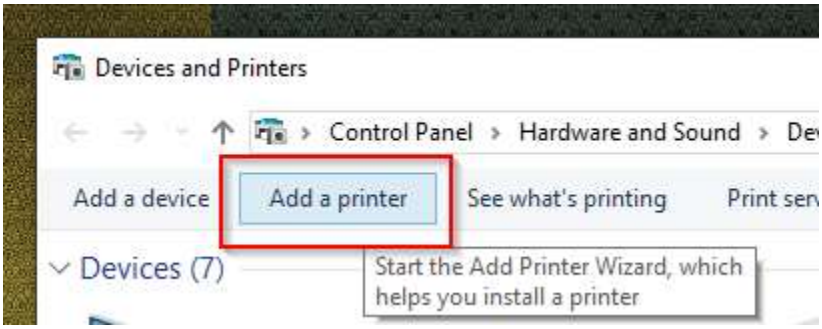
3) In the properties you will want to find the ports tab



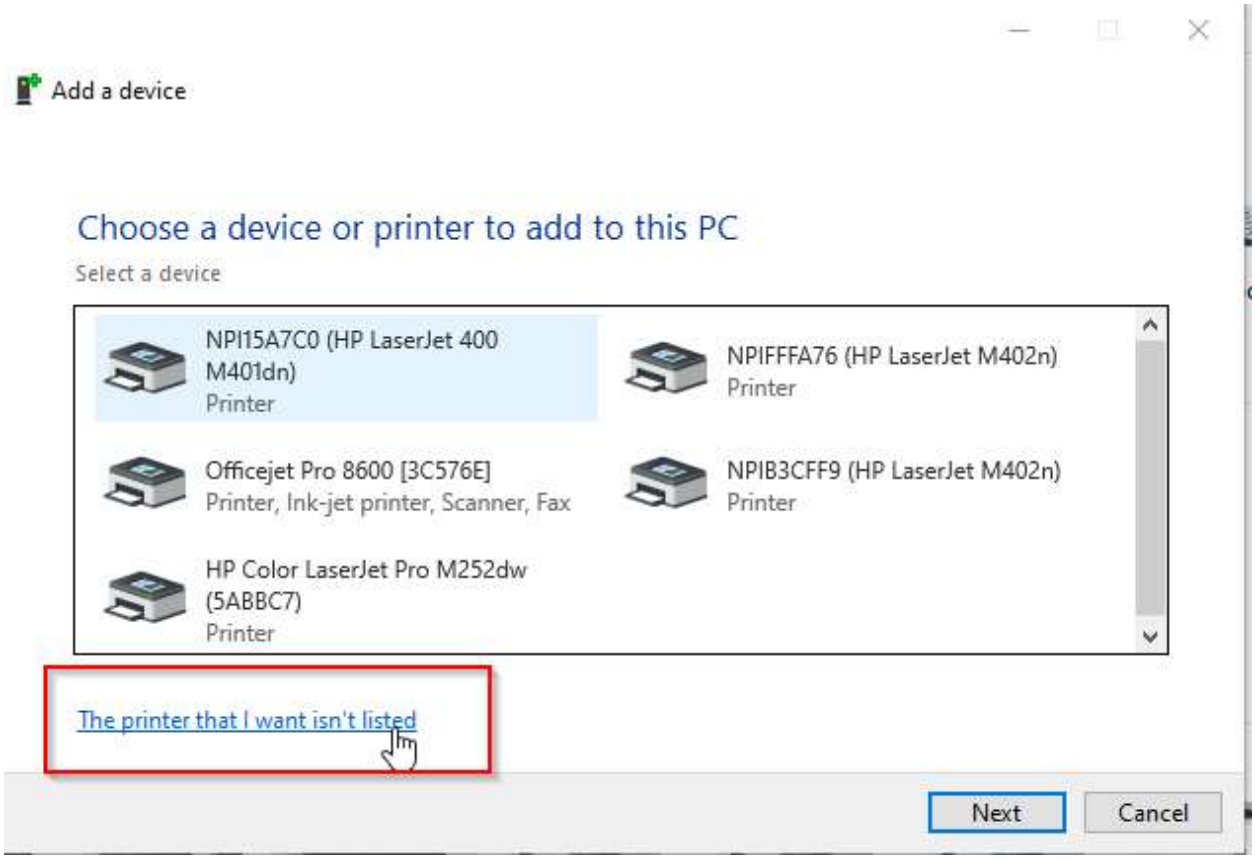
4) In the Ports Tab , you will need to find the IP address that was leased to your printer. You will want to find the port that says the printers name in the printer name. The reason for doing this is you will need the IP address to add the additional printer. If you do not see an IP address and has a mixture of numbers and symbols or letters, this means that it was configured using the auto discovery and you will need to find the IP address through the dashboard or the printer itself (Please see your manual to find the network configurations).



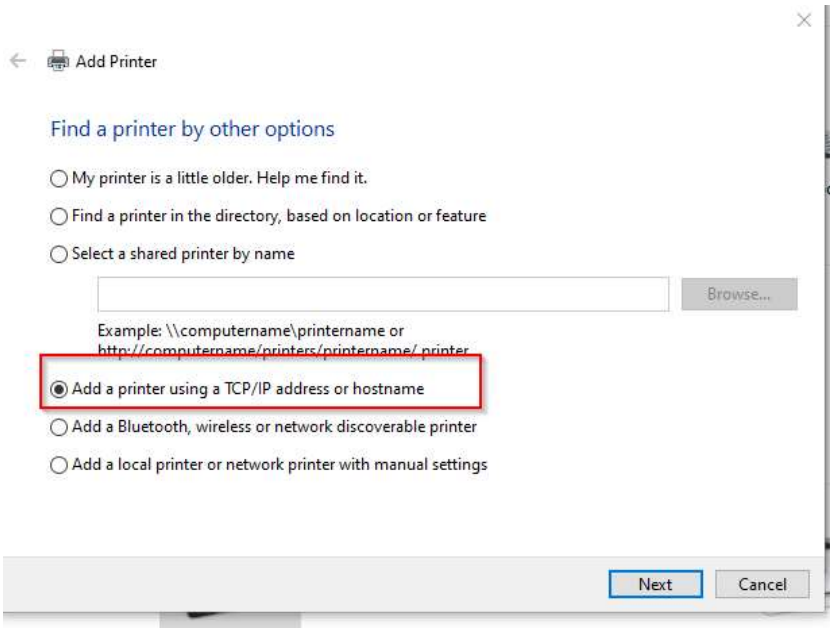
5) You will now want to refer back to the devices and printers window and begin by adding the printer. To start this process, select the Add a printer selection.



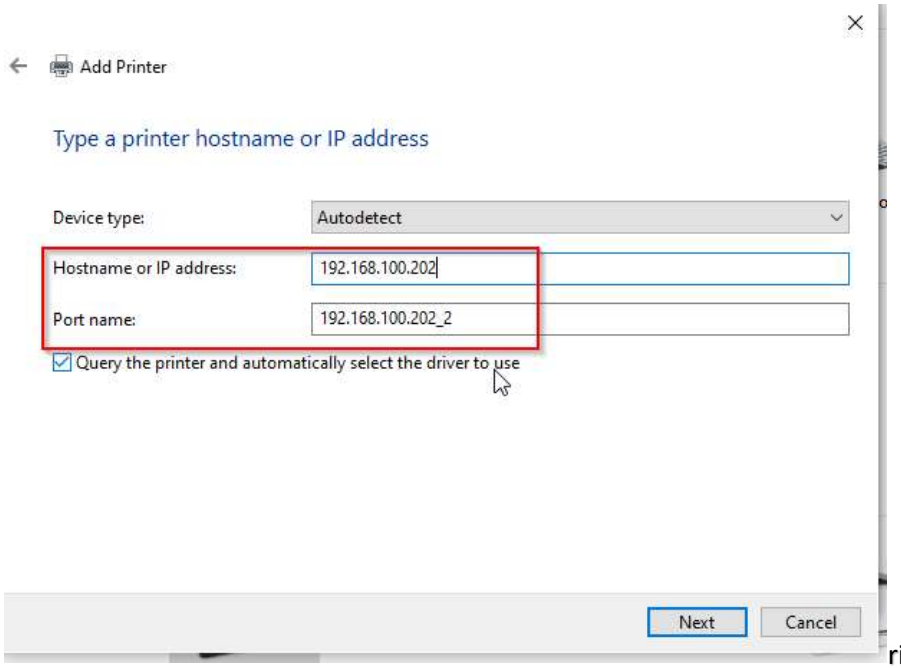
6) If the computer auto finds the computer again go ahead and select the printer otherwise you will want to select the option the printer that I want is not listed.



6) You will want to select the option to add a printer using TCP/IP address hostname and select next.



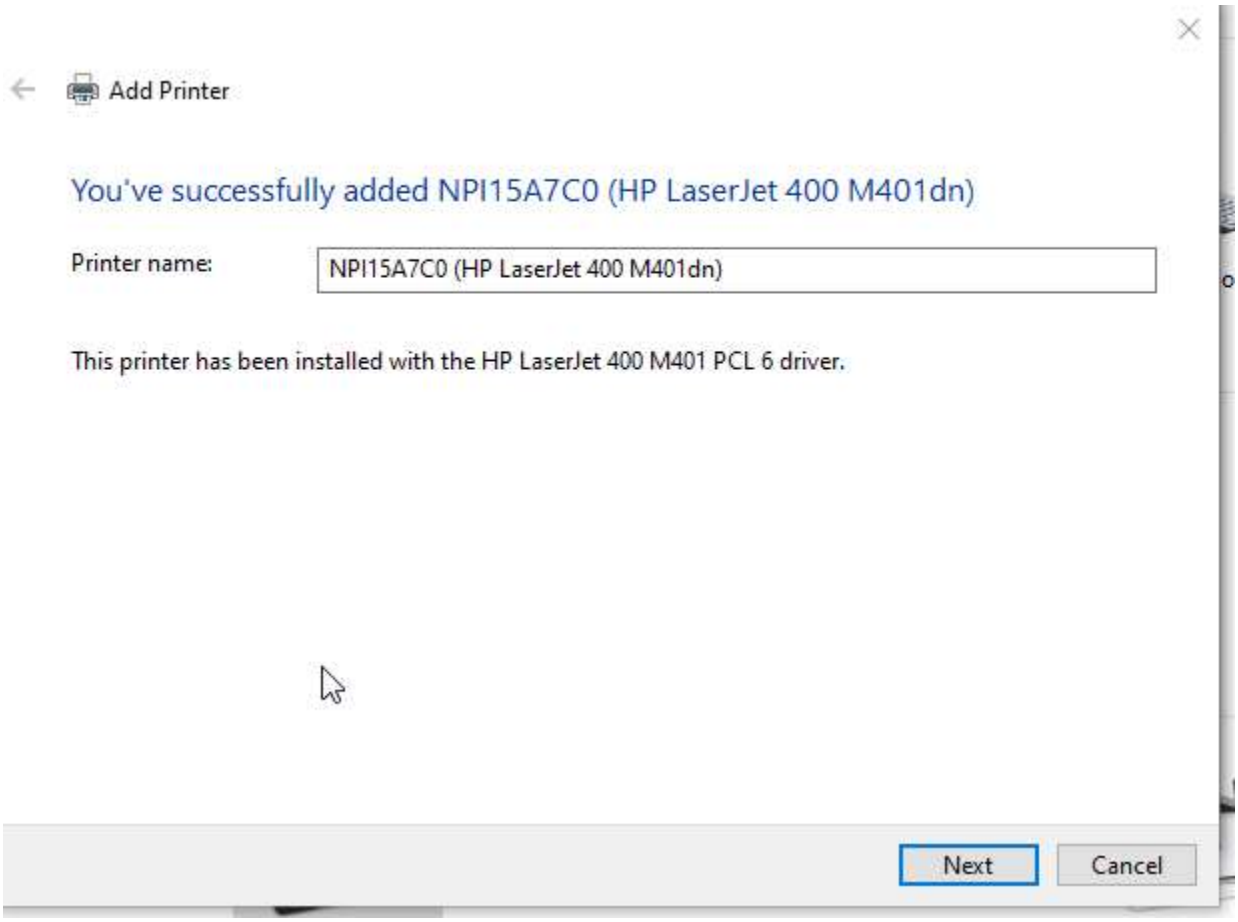
7) In the next window you will want to add the IP you obtained through the printer port or printer device and input that into the hostname and IP address of the new printer.



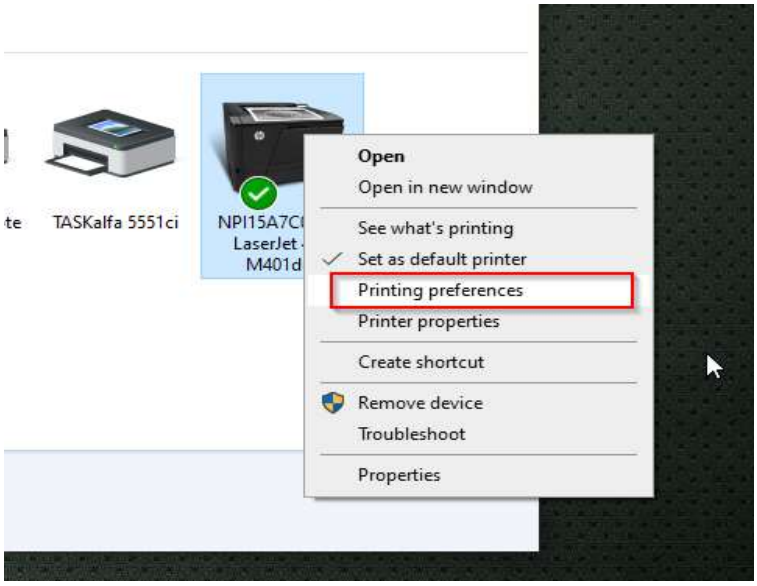
rinter.

<u>If it is a existing printer it should automatically add the software for the drivers. Otherwise you will have to have a copy of the CD or install the driver at that time. See manual for details.</u>

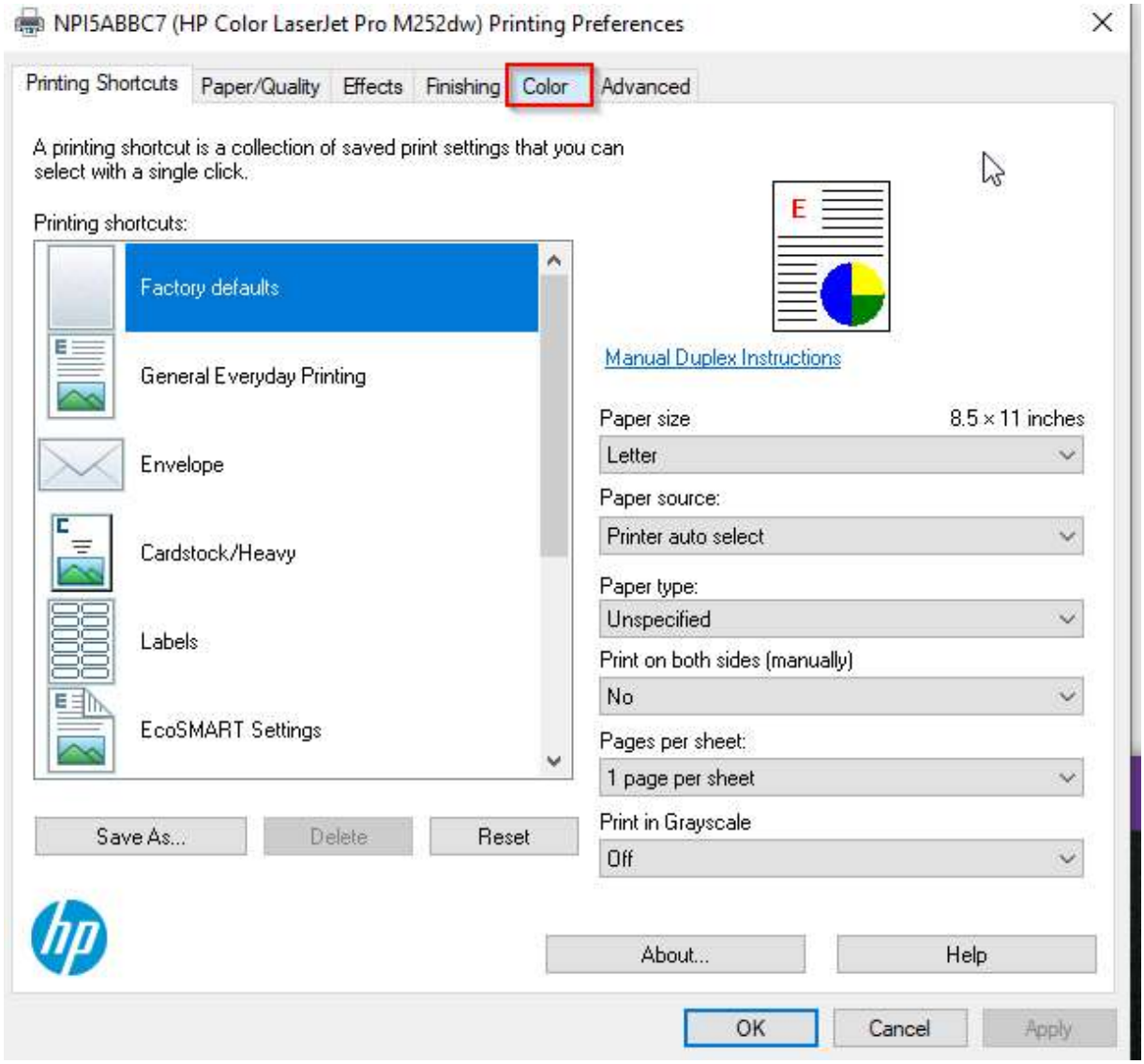
8) Now you should see this screen pop up. Go ahead and select next. In addition, select next again with do not share printer and then select finish.



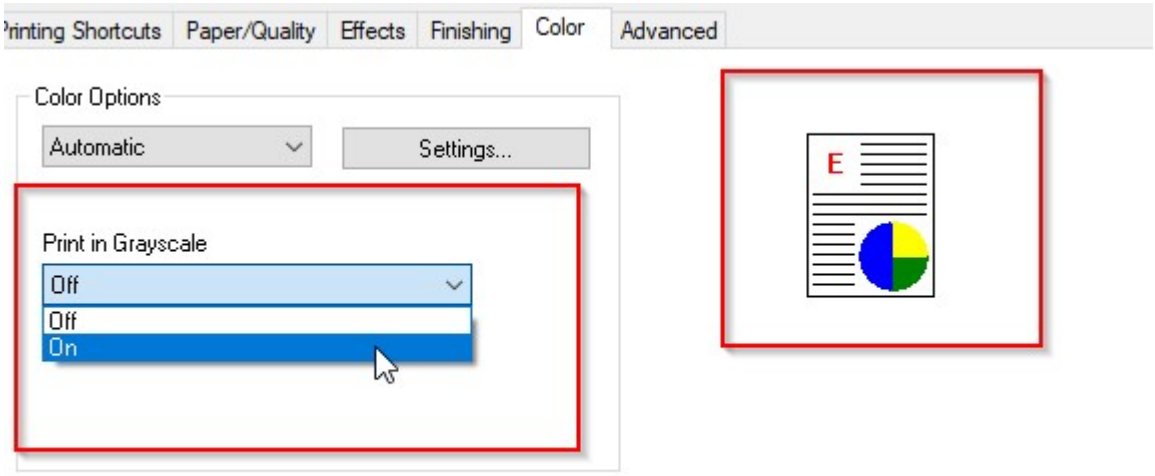
9) You then want to refer back to the devices and printers and type right click on the new printer and select printer preferences.



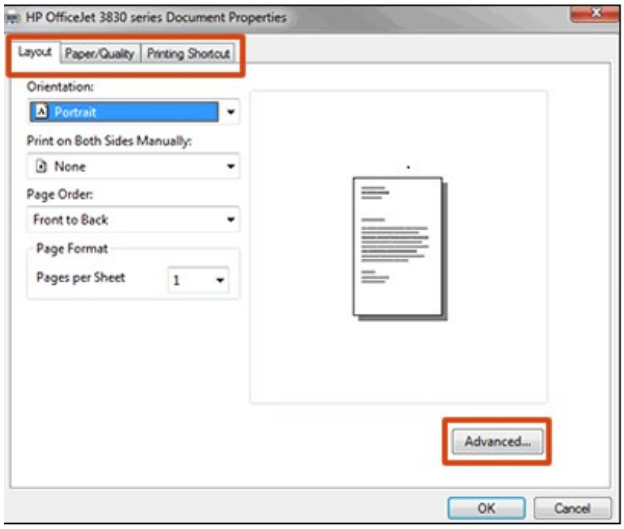
10) In the printing preferences, you should have a series of TABS. One is selected color.



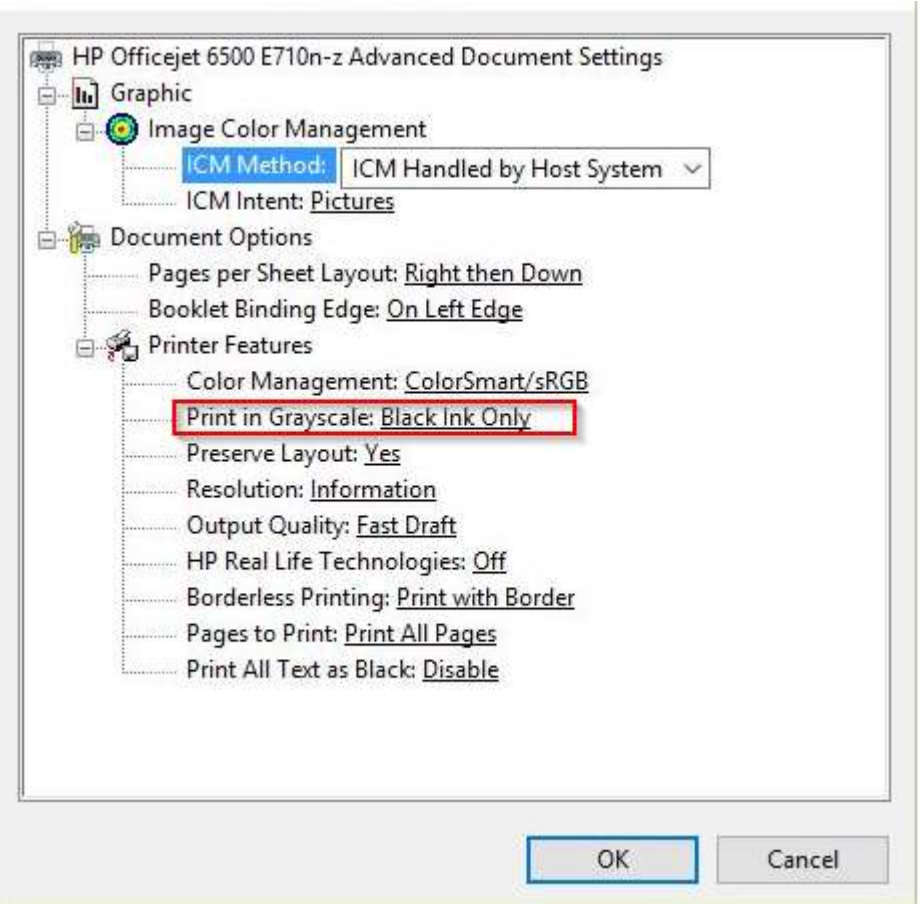
11) You will see a print to greyscale option. You will want to print this to ON. You will then see the sample paper go from color to black and white. You can select apply and you're done.



12) If you do NOT have a color Icon Tab, then do the following. In printing preferences, you will see a tab called advanced, go ahead and select that.



In the advanced options, you will want to locate the print in grey scale feature. Moreover, select Black ink only and then select ok. Then apply this should set the copied printer to black and white only.



LAST STEP) you will want to go to printer properties again and select the newly configured one to BLACK and WHITE. In addition, the second printer that is not configured to color.

