Printers on Campus - Toshiba and Lexmark

Before you can print you must change the default printer on your computer. Below are instructions for Windows 7 and Mac computers.

Windows 7 – Change Default Printer



Click on the Start button, then Devices and Printers.

Right mouse click on either **Find Me Lexmark** or **Find Me Toshiba**, for duplex or **Find Me Lexmark Single Sided** or **Find Me Toshiba Single Sided**, depending on what new printer has been installed in your office or depending on what printer you want to print to. Choose **Set as default printer**.



Mac Computer – Change Default Printer

Click on Apple, choose System Preferences....



In System Preferences, click on Print & Fax

| $\bigcirc \bigcirc \bigcirc$ | | | System Preferences | | | |
|------------------------------|---------------------------|-----------------|--------------------|--------------------|----------|-------------|
| Show All | | | | | | ٩ |
| Personal | | | | | | |
| File New One | E | | | 0 | Ó | Q |
| Appearance | Desktop & Screen Saver | Dock | Exposé & Spaces | Language & Text | Security | Spotlight |
| Hardware | | | | | | |
| CDs & DVDs | Displays | Energy Saver | Keyboard | Mouse | Trackpad | Print & Fax |

Under **Default Printer** choose either **Find Me Toshiba, Find Me Toshiba Single Sided**, **Find Me Lexmark** or **Find me Lexmark Single Sided**, all depending on what new printer has been installed in your office or what printer you want to print to.

| Show All | Print & Fax | ٩ |
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| Printers Find Me Toshiba nide, Default us_ar450 o idie | Find Me Toshiba Open Print Qu Options & Supp Location: Kind: TOSHIBA ColorMFP- Status: Idle | eue) plies) K4 |
| + - | Share this printer on the network Last Printer Used | (Sharing Prefere |
| D | Default printer V Find Me Toshiba efault paper size | |

Example below is for Find Me Toshiba. Close window when Default printer is set.

| Default printer: | Find Me Toshiba | \$ |
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