

Printer Setup and Use at all locations

Rule #1 – If you bring your laptop, please restart it when you arrive at work or at one of the other office locations. This will reset your network settings and join you to the local network. Not restarting could result in an IP conflict.

Printer Address: (these links only work if you are at the location and connected to the network)

PROES <http://10.1.10.201>

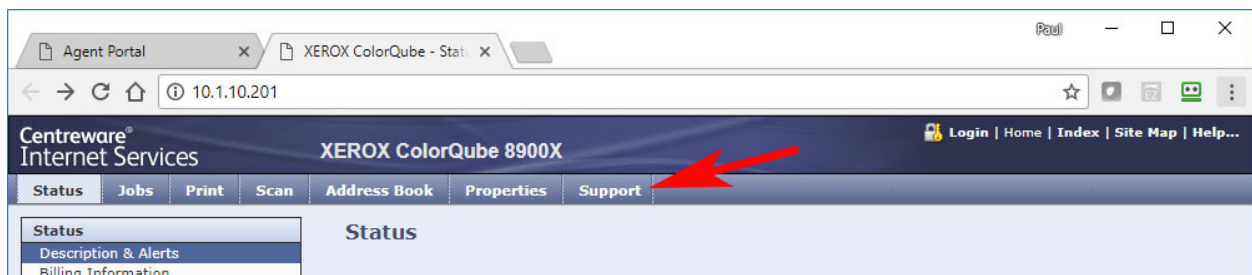
Lincoln Hills <http://192.168.1.141>

Ellettsville <http://192.168.1.150>

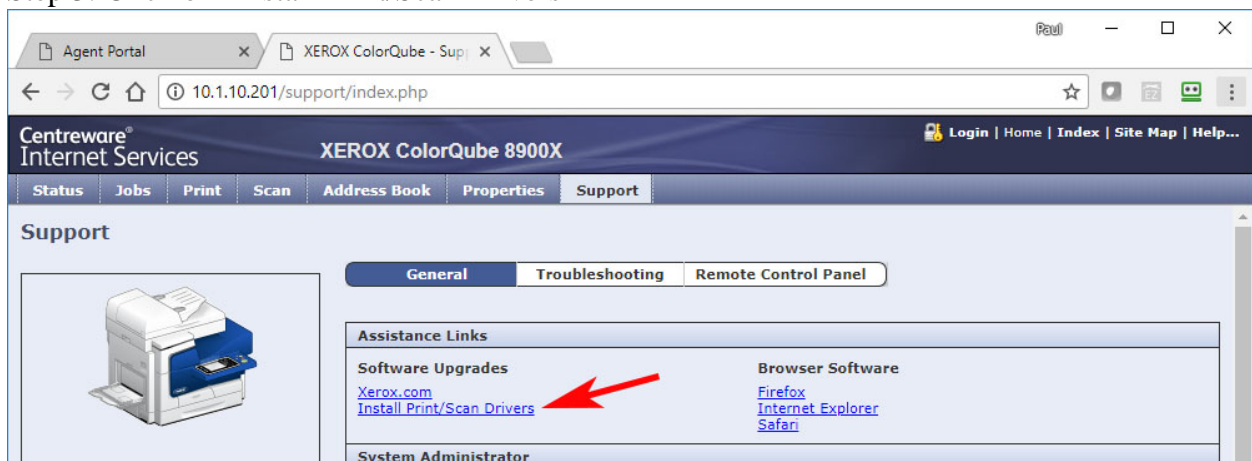
Before you can print, a printer driver must be installed for each location. Contact Paul to help with the installation or follow the instructions below.

Step 1: Click on the printer address above for the location you are in.

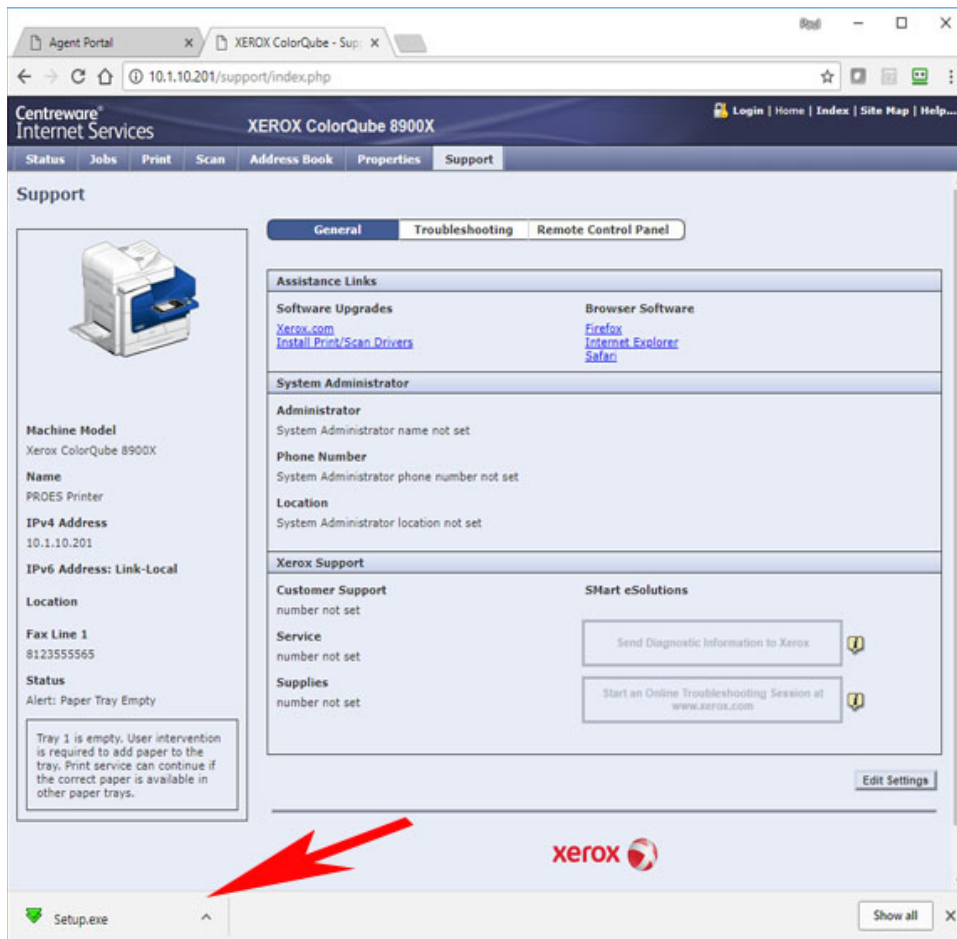
Step 2: Click on the Support tab



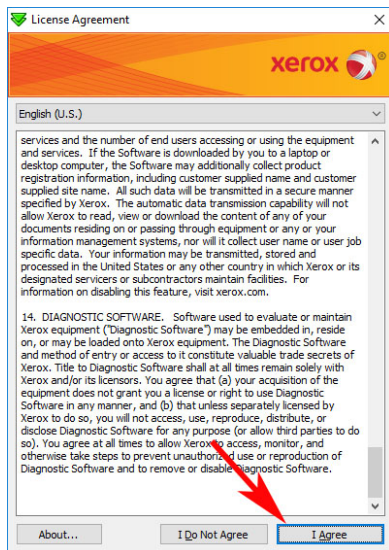
Step 3: Click on “Install Print/Scan Drivers”



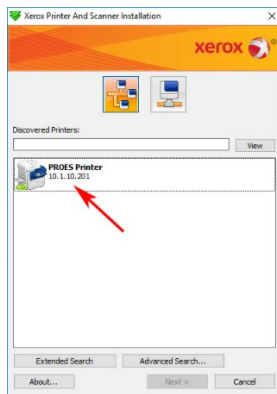
Step 4: Clicking the link will download a Setup.exe file. Click it to launch the setup program.



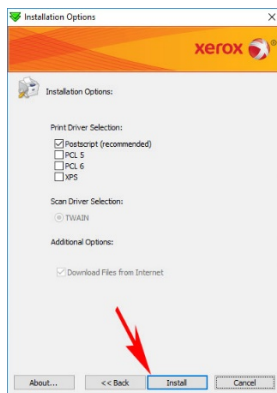
Step 5: Click “Yes” on the User Account Control. Click “I Agree” to the License Agreement.



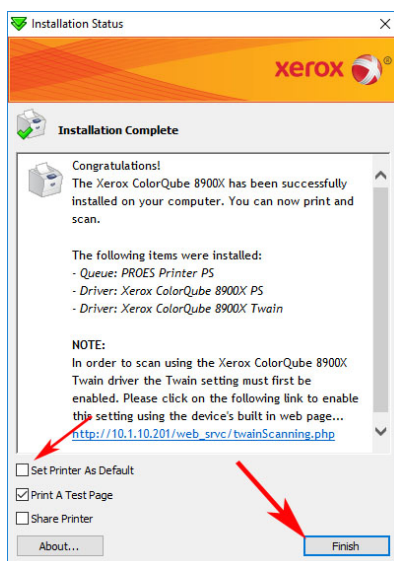
Step 6: The program will search for printers. Pick your printer from the list, click next.



Step 7: Don't change any selections. Click install.



Step 8: Uncheck "Set as Default Printer" and click finish.



The printers will be labeled in your computer as PROES Printer, Lincoln Hills Printer and Ellettsville Printer.