

How to remove old naming convention printers:

1. Open Control Panel - you can do this by typing "**control panel**" on the search bar by the Windows button.



2. With Control Panel opened click on "**devices and printers**"

3. In the printers section right-click on any "**UNMG**" titled printers and remove the device.

(Note: old existing printer naming conventions may be named as "**UNMG-CP**")

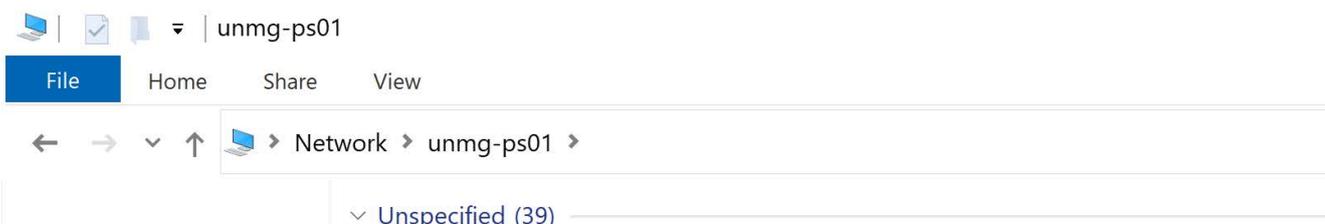
How to add new naming convention printers:

1. Open **File Explorer**



2. On the address bar in **File Explorer** type: **\\unmg-ps01**

(Note: You have to be connected to the UNM network or **VPN** to have access)



3. Within **\\unmg-ps01** there will be a list of all printers on the UNMG network.

4. Double click on the printer that corresponds to your building and closest to your room.

5. The printer should install on its own. Go to - **Control Panel** again and you can right-click on the printer to make it your "**default printer**".