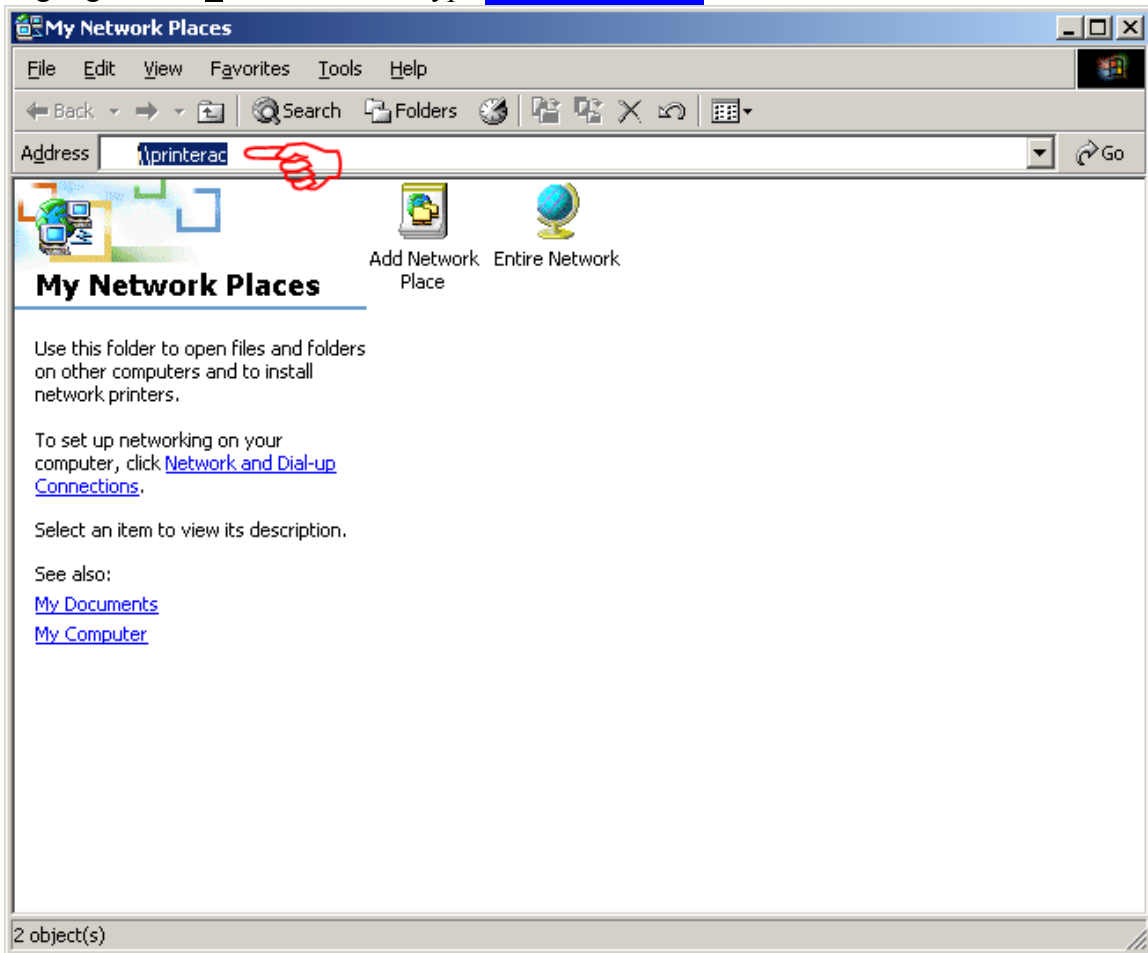


How to Add the Art Lab Lexmark Optra W810 Laser to a workstation



Double Click on **My Network Places**

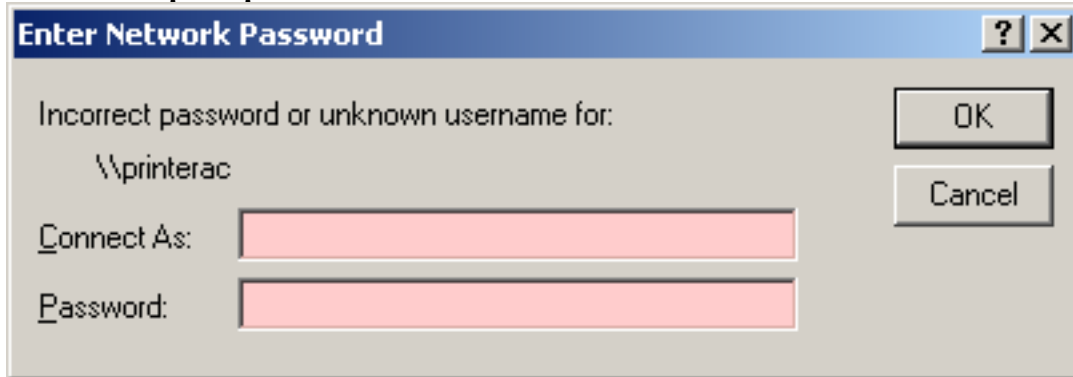
Highlight the **Address** field and type [\\printerac](#)



then hit **Enter**

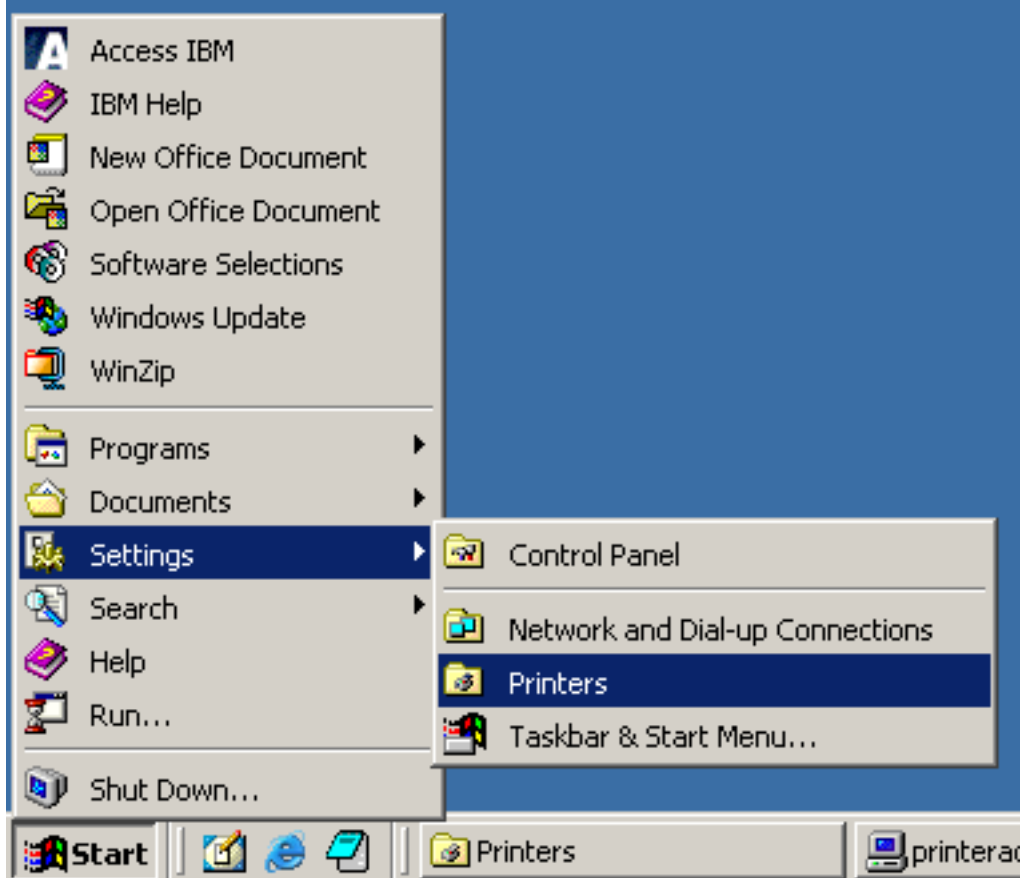
This is the only way to get the PrinterAC location.

You will be prompted for user Authentication!



login as you normally would – OK

Now get your Printers window for your workstation.

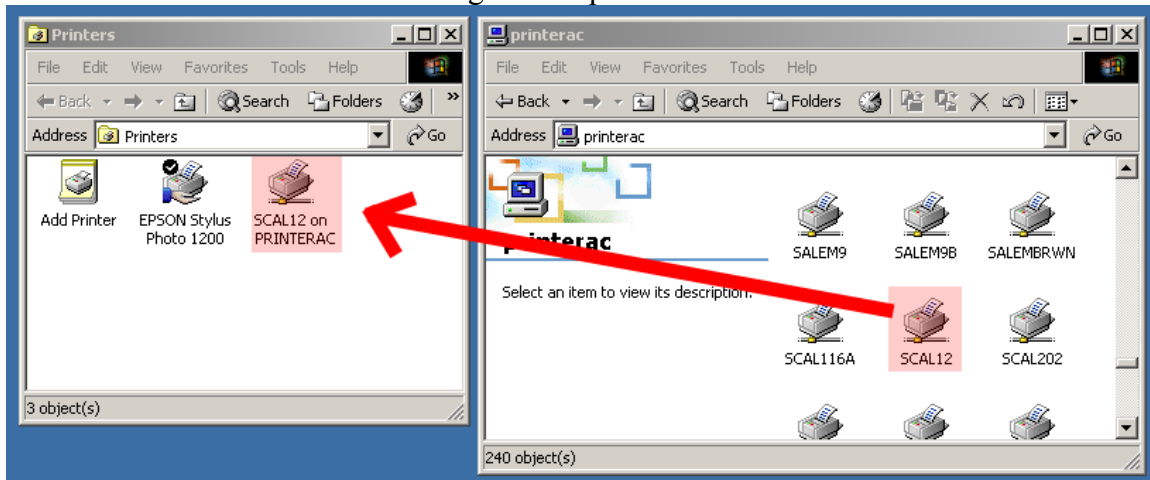


START – Settings – Printers

Fit both windows side by side
Scroll down PRINTERAC until you see

SCAL12

Click and hold on SCAL12 then drag and drop it into the Printers window



The printer will be automatically connected and set up.



SCAL12 will now show in your workstations Printer window and will be available for printing.

Congratulations!

Please to sure to keep paper levels up in all trays.
Thank you.