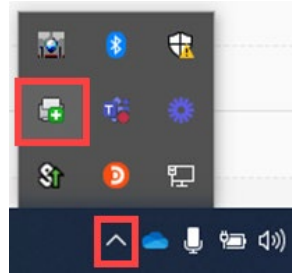




Quick Start Guide: Add or Change Printer Access

In the bottom right of your monitor screen, click on the **up-arrow** and then the **printer icon**.
(Note: If the Printer icon is not displayed, contact the DTI Service Desk)



The Printer Management Portal website will open (pictured below). If not already selected, select your agency. The Printer Management Portal will display printers available to you.

(1) The named file folders and Location column will assist with identifying the building and physical location of each printer. **(2)** Click on the name of the printer to add, a dialog box will appear. **(3)** If you choose to **Set as your Default Printer**, select that checkbox in the dialog box. **(4)** Select **Yes** to install and a **(5)** dialog box “Installing....” will appear. **(6)** Once the printer is installed a confirmation dialog box appears, select **OK**.

The screenshot shows the State of Delaware Printer Management Portal interface. On the left, a tree view shows folders for 'State of Delaware', 'DTI', 'Biggs', 'Carvel', 'EDL Remote Offices' (highlighted with a red circle 1), 'Enterprise Park', 'William Penn', '1st Floor', and '2nd Floor'. The main area displays a table of printers with columns for 'Printer Name', 'Driver', and 'Location'. A printer named 'DTI Beech St' is selected, and a 'Confirm installation' dialog box is open over it. The dialog box asks 'Do you want to install this printer?' with 'Yes' and 'No' buttons (the 'Yes' button is highlighted with a red circle 4) and a checkbox for 'Set as default printer'. Below the dialog box, an 'Installing DTI Beech St' progress window is shown with a list of steps (highlighted with a red circle 5): 'Waiting for service to be available', 'Obtaining printer details', 'Checking your current printer configurations', 'Obtaining driver', 'Installing driver', 'Creating printer', and 'Final configurations'. At the bottom, a 'Notice' dialog box states 'DTIAppTech01 has been successfully installed.' with an 'OK' button highlighted by a red circle 6.

Printer Name	Driver	Location
DTI Beech St	HP Universal Printing PCL 6	DTC Beech St - EDL 2nd Flr Storage Room
DTI0004	HP Color LaserJet Pro MFP M477 PCL 6	DMV Georgetown - EDL Workroom Area
DTIArchives001	HP LaserJet 500 color MFP M570 PCL 6	DOS Archives Bldg - EDL Workroom
DTIBATCAVE	HP Universal Printing PCL 6	DelDOT Admin Bldg - EDL Batcave
Test Pull	HP Universal Printing PCL 6 (v6.6.0)	

If you need assistance with installing a printer, Contact the DTI Service Desk at 302-739-9560 or email DTI_Servicedesk@delaware.gov.