



South Carolina Parks, Recreation and Tourism

IT Department

Welcome Center – Choosing a Printer for a New User - Instructional Guide

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PURPOSE:

The purpose of this document is to instruct a new user on how to choose a printer.

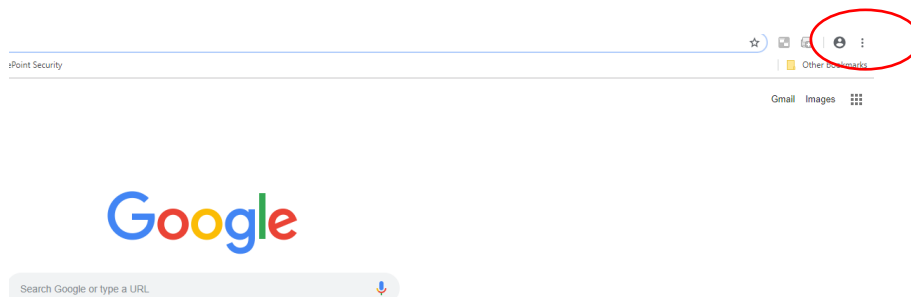
SUPPORT DETAILS:

Google Chrome should always be used as the internet browser when choosing a printer.

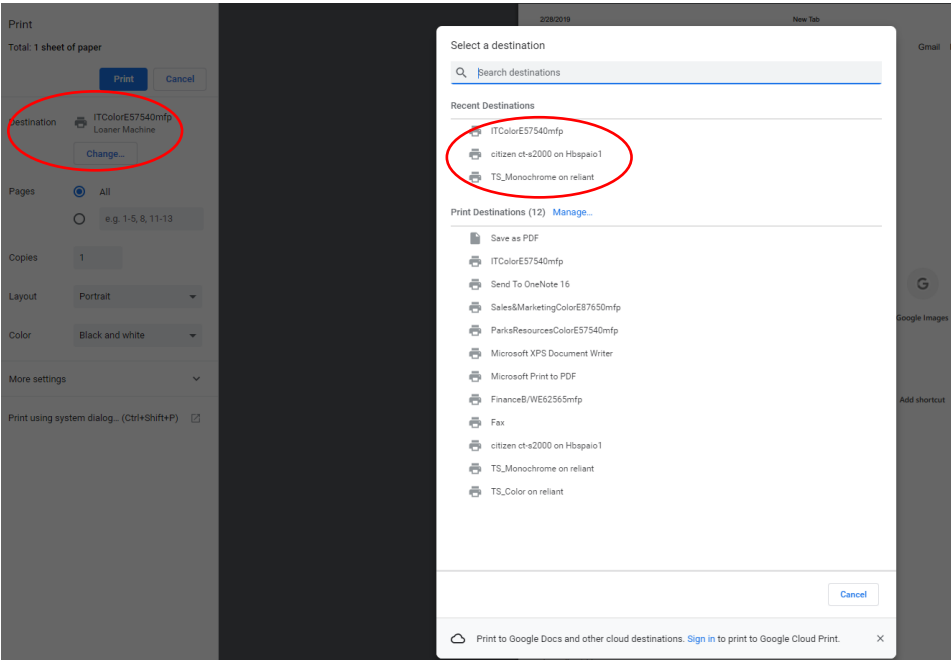
INSTRUCTIONS:

From Google Chrome

- Open Google Chrome
- Click on the 3 dots on the right side of the screen
- Click on Print



- The printer for this user will display next to the word designation.
- If no printer or the wrong printer is next to the word designation,
 - Choose change under the word destination and printers that are available will display.
- Choose the correct printer.
- If the correct printer, does not display, please send an email to the HelpDesk.



VERSION:

Version Number	Author	Purpose / Change	Date
1.0	Tracy Shores	Created	3/28/2019