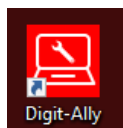


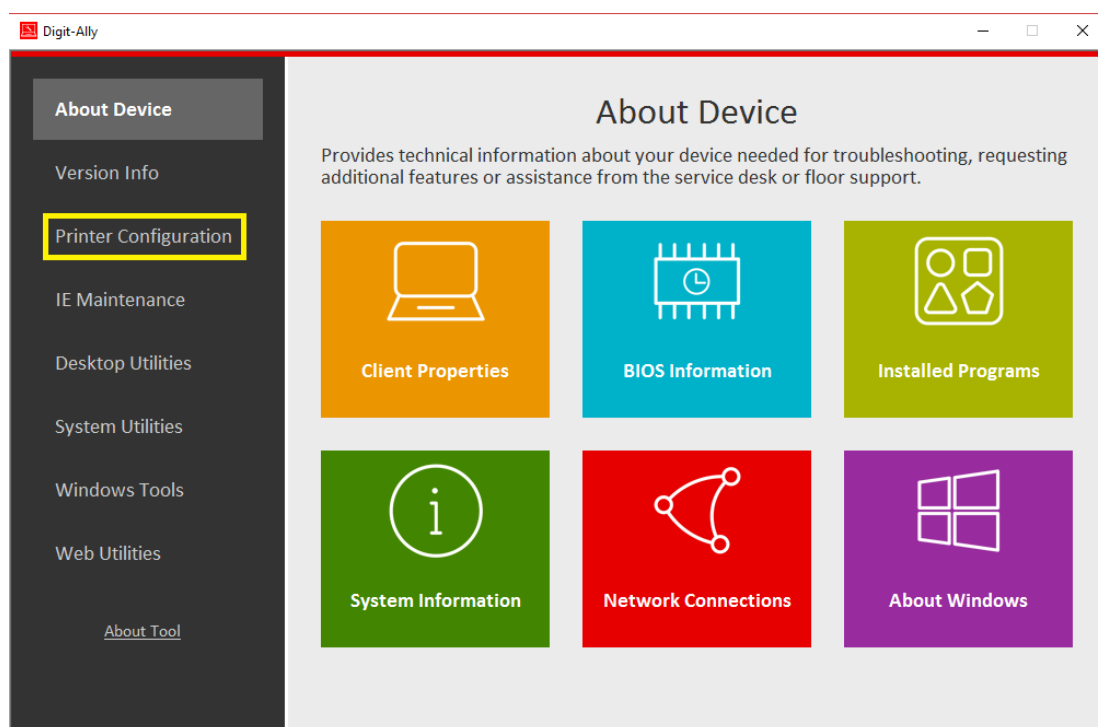


How to add, remove or modify your printer.

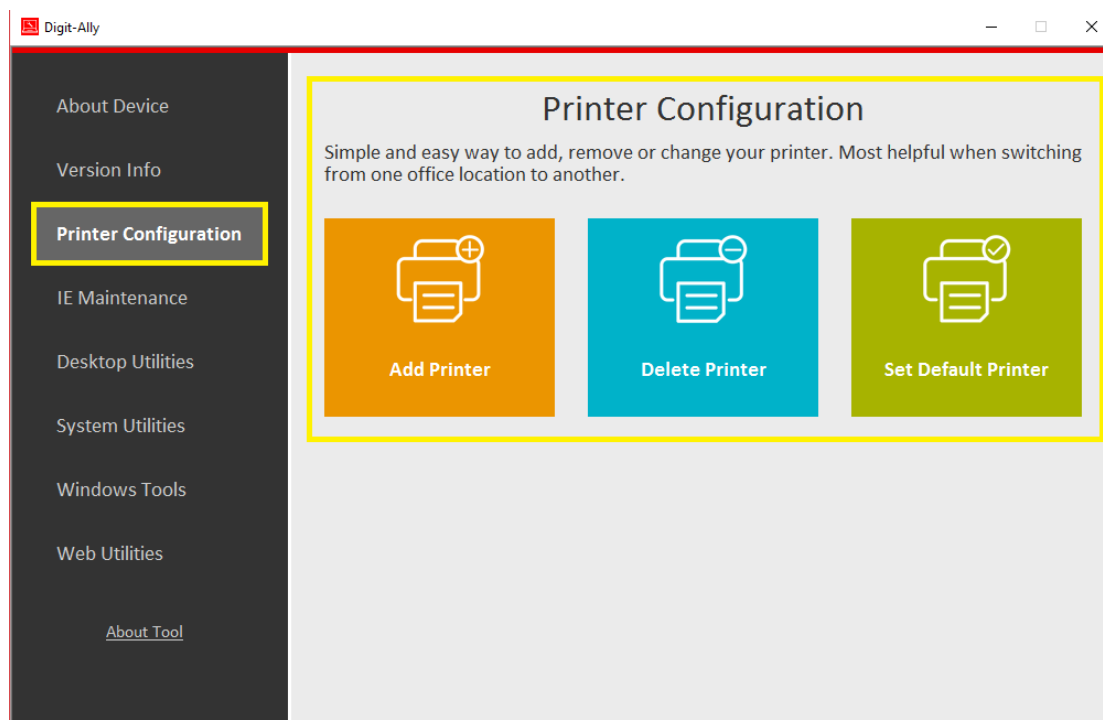


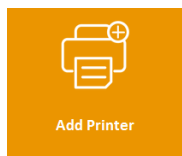
Digit-Ally is a simple, quick and integrated interface to perform common end user computing tasks. It has been centrally deployed on all VSSI devices and it should be available as an icon on your desktop.

Step: 1 Open Digit-Ally, it should be available as an icon on your desktop.



Step: 2 Click on Printer configuration as shown in the below screen shot.





This Utility will help you to ADD and configure a printer device based on the Location that you select.

Step: 3 Select the office location to install a printer near you, and click on add printer.

Please select an office location to add a locally available printer

☒ PNQ Printers
☐ BLR and AHM - Printers

NOTE: When you add a printer, it will be automatically set as a default. If you want to choose another printer as a default, please go to “Set Default Printer” and select from the list.

Add Printer

Step: 4 when you can see the highlighted message as per the picture shown below, Your printer has been configured successfully.

Please select an office location to add a locally available printer

☐ PNQ Printers
☒ BLR and AHM - Printers

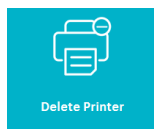
NOTE: When you add a printer, it will be automatically set as a default. If you want to choose another printer as a default, please go to “Set Default Printer” and select from the list.

Add Printer

Printer Configured

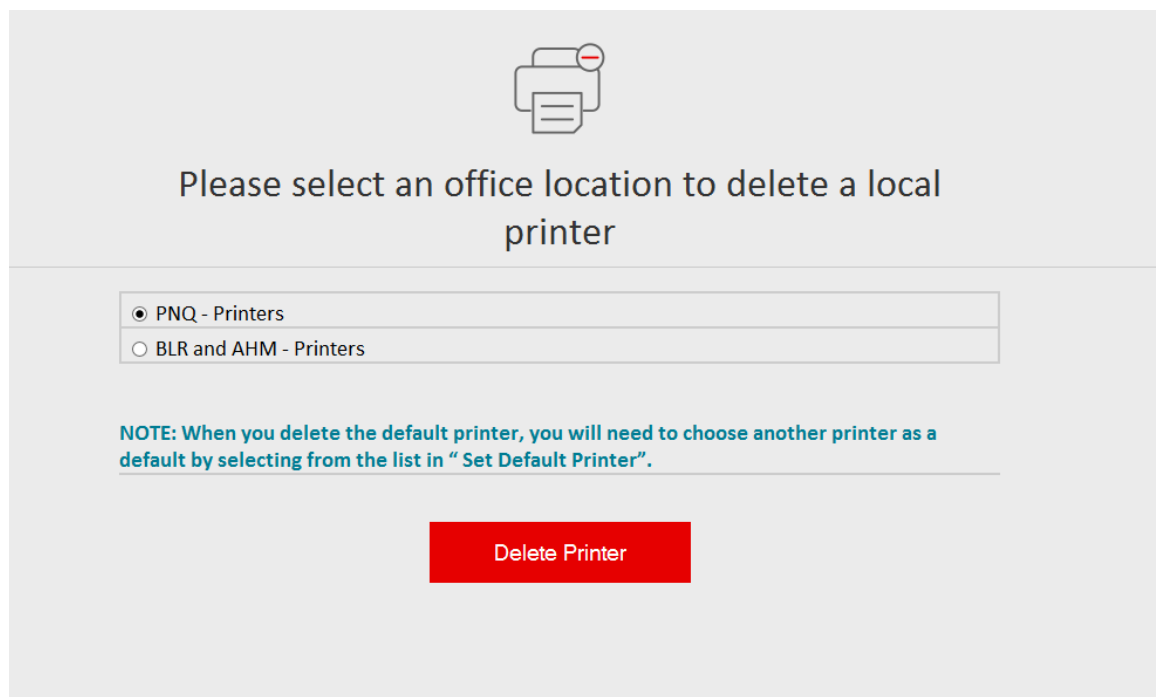
BLR and AHM Site Printer configuration completed successfully

OK



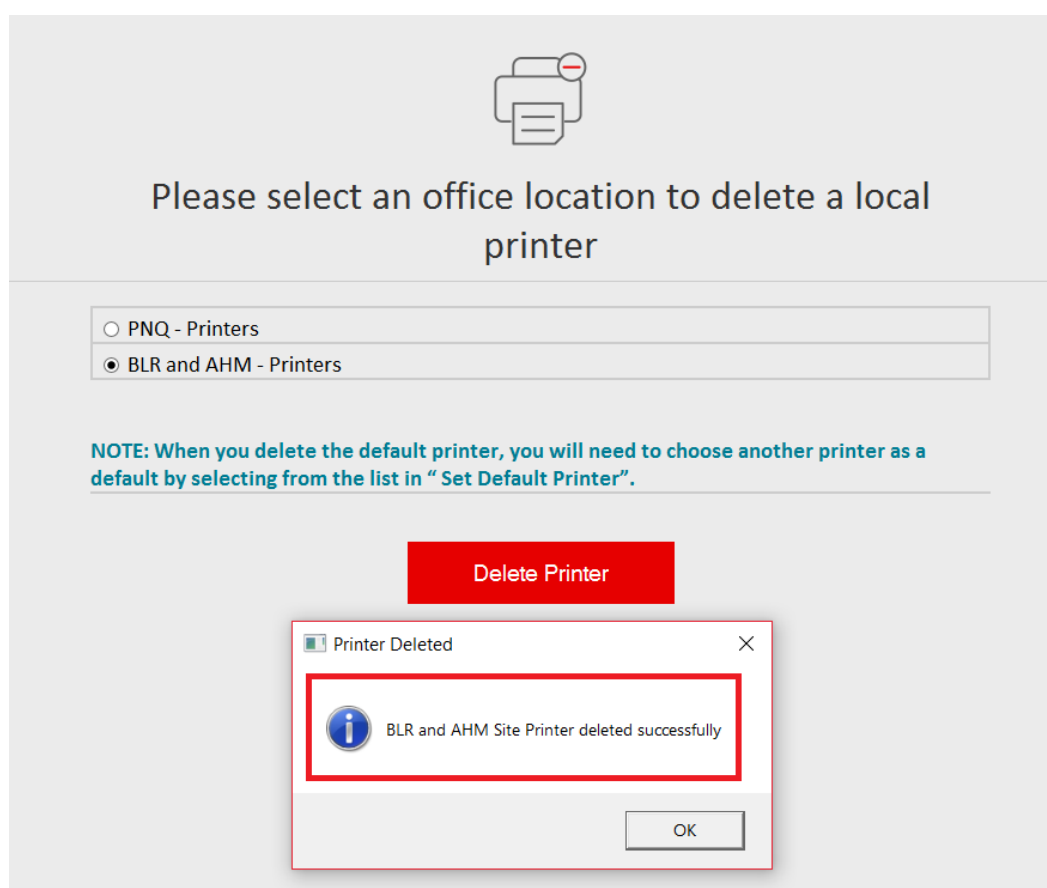
This Utility will help you to **DELETE** any printer devices based on the location that you select .

Step: 5 select the office location to delete installed printers.



The interface shows a printer icon with a red minus sign at the top. Below it, the text reads "Please select an office location to delete a local printer". There are two radio button options: "PNQ - Printers" (selected) and "BLR and AHM - Printers". A note states: "NOTE: When you delete the default printer, you will need to choose another printer as a default by selecting from the list in 'Set Default Printer'". At the bottom is a red button labeled "Delete Printer".

Step: 6 when you can see the highlighted message as per the picture shown below, Your printer has been deleted successfully.



The interface is identical to the previous one, but with the "BLR and AHM - Printers" radio button selected. A Windows-style message box titled "Printer Deleted" is overlaid on the bottom. It contains an information icon and the text "BLR and AHM Site Printer deleted successfully". The message box has a red border and an "OK" button at the bottom right.



Set Default Printer

This Utility will help you to set a printer as a default (preferred printer) on Your device and all prints will automatically go to this printer unless you select an alternate device in your printing preferences.

Step: 7 Printer: Make a printer your preferred printer.



Please select an office location to set a locally available printer as the default

☐ PNQ - Printers

☒ BLR and AHM - Printers

Set Default

Step: 8 when you can see the highlighted message as per the picture shown below, Your printer has been set as default successfully.



Please select an office location to set a locally available printer as the default

☐ PNQ - Printers

☒ BLR and AHM - Printers

Set Default

