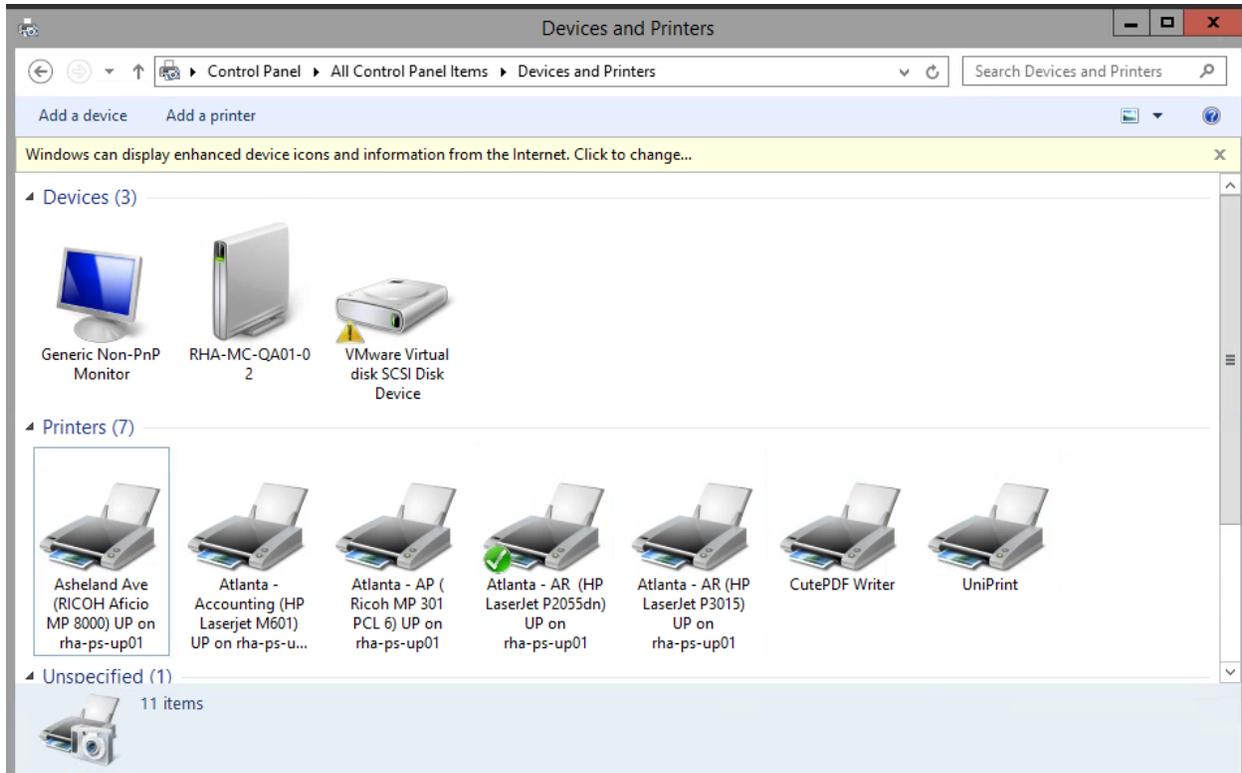


Printing

Available Printers:

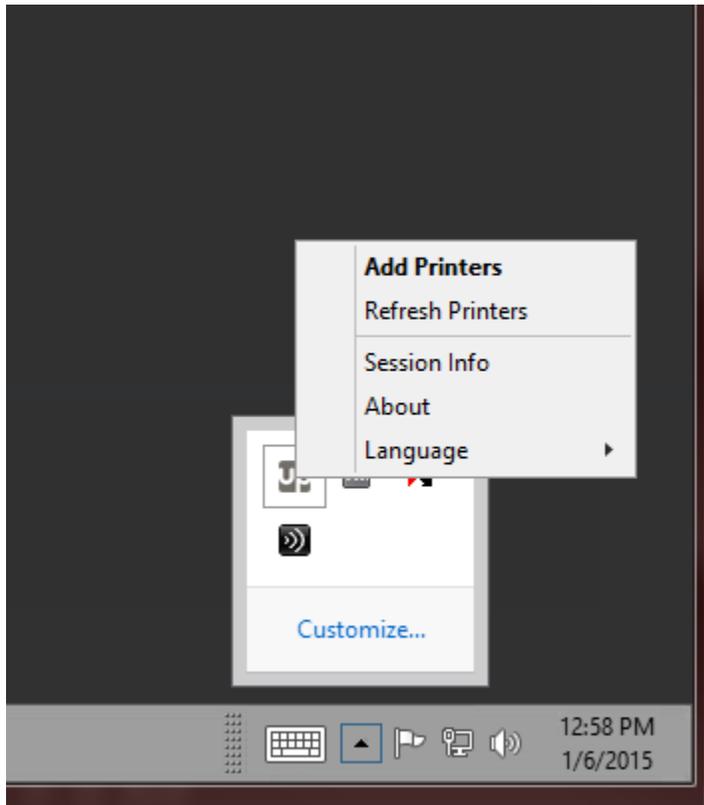
To see what printers you have available in your session, right click on the Windows Start Menu, then select Control Panel. From within the Control Panel window, click Devices and Printers.



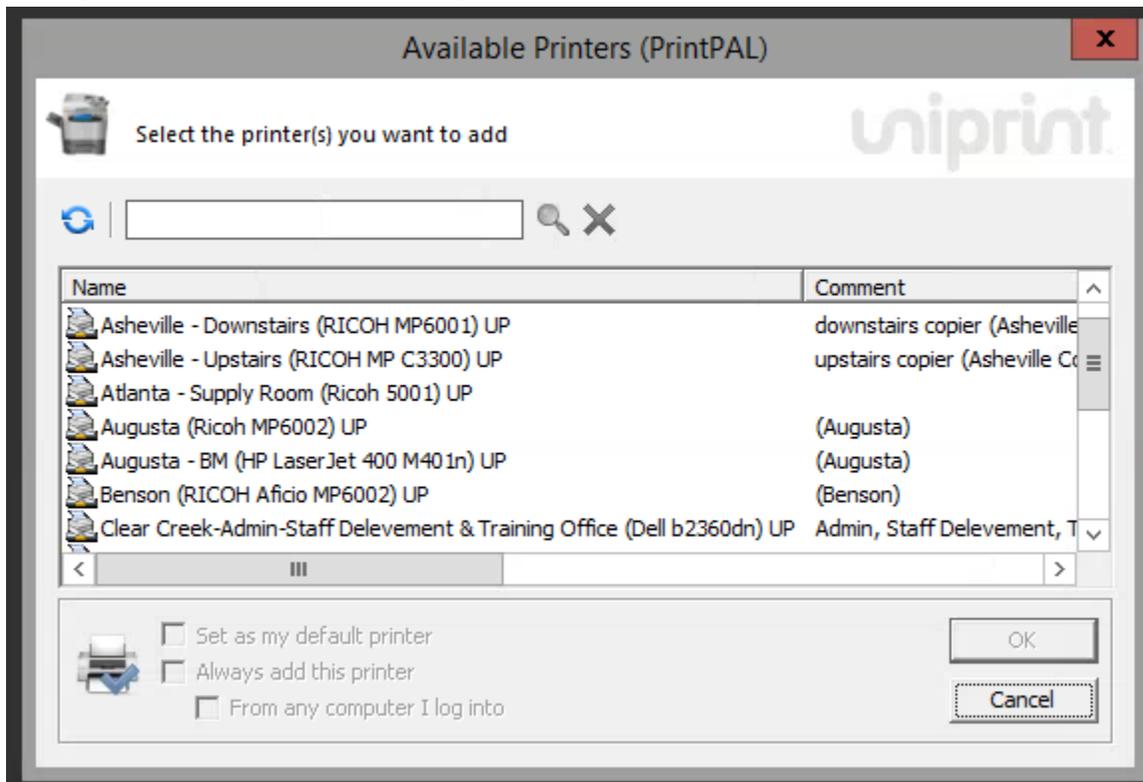
The printer with the checkmark is your default printer. If you want to change your default printer, then right click the one you want, and select Set as Default Printer.

Adding Printers:

If you need a printer that is not showing in your session, then go to the bottom right hand corner of your screen, in the taskbar, click the little up arrow, and you will see the UP icon. Right click on it and select Add Printers:



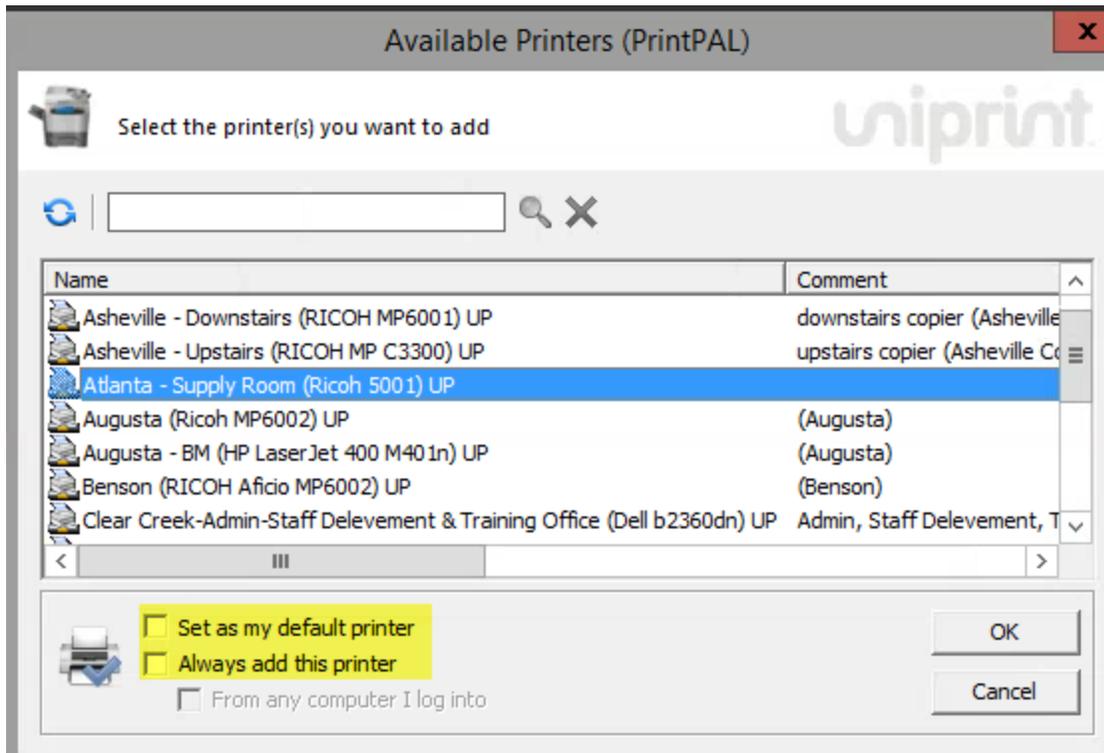
Then you will see a list of available printers to add:



In the Search Bar, type in the facility name (usually by City name), and then click the Search button. This will narrow your results to printers available at that location.

Select the Printer you need. You will have two options for the printer:

- 1) **Set as my default printer** –Select this if you want it as your default.
- 2) **Always add this printer**-This is important to check if you want the printer to remain every time you login to the Citrix Desktop. If you only need it for one time use, then do not check this, and the printer will only be available in existing session.



Printing to Home Printers from Citrix:

Contact the RHA Help Desk to get software installed on your personal computer to print to your home printers.