



English | Français



intranet people
Search...

- Home
- About us
- Our workplace**
- HR Corner
- News
- Systems & resources

Home / Our workplace / IT Client Services / Installing a printer

Installing a printer

- Microsoft Outlook
- Password Manager user guide
- Single Sign-On (SSOWatch) user guide
- Telephone guides
- Webex
- Wireless devices

Installing a printer

Why might you need to install a printer?

- New employee
- Office move
- New computer or printer
- Normally work out of the office

Getting started

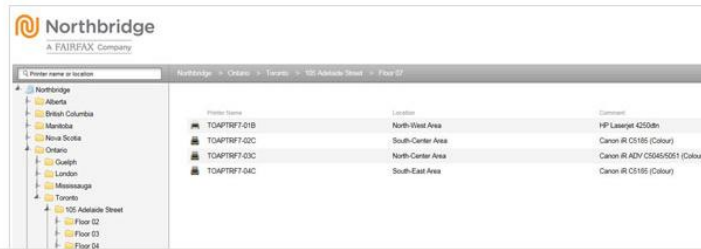
Step 1 Open your browser and go to <http://printers.nbfc.com>

If you see "Install Client" on the right hand corner of the screen, then the Printer Client has not been installed yet. The software must be installed before adding any printers.

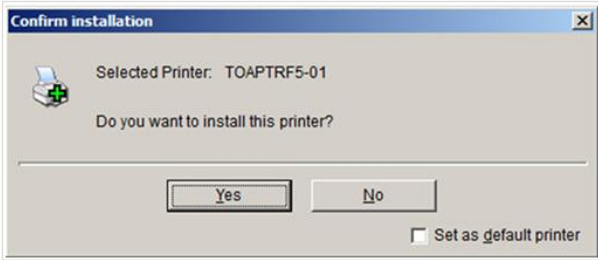


Step 2 Click on the appropriate Northbridge province, city, office location, and floor number.

If you're installing the printer from a Northbridge office, you'll be automatically directed to your office and floor location.



Step 3 Click on the printer you wish to install. A window like the one below will appear. If you want it to be your default printer, check the box next to "Set as default printer". Click "Yes".



Step 4 Click "OK" to the confirmation message.

Step 5 To view installed printers, go to "Start" and click on "Devices and Printers". If you want to install another printer, repeat these instructions.



Contact

If you have any issues, contact the IT Service Desk:

- From the office, dial: extension 6232
- If you're calling from home, the road or one of our remote offices, call: 1-866-383-5841