COURTHOUSE PRINTERS
Installation/Copy/Scanning Guide

INSTALLATION

Navigate to YOLO-PS01 print server – **Windows 10**

1) Right Click Start Button -> Run -> Type \\yolo-ps01 and press ok
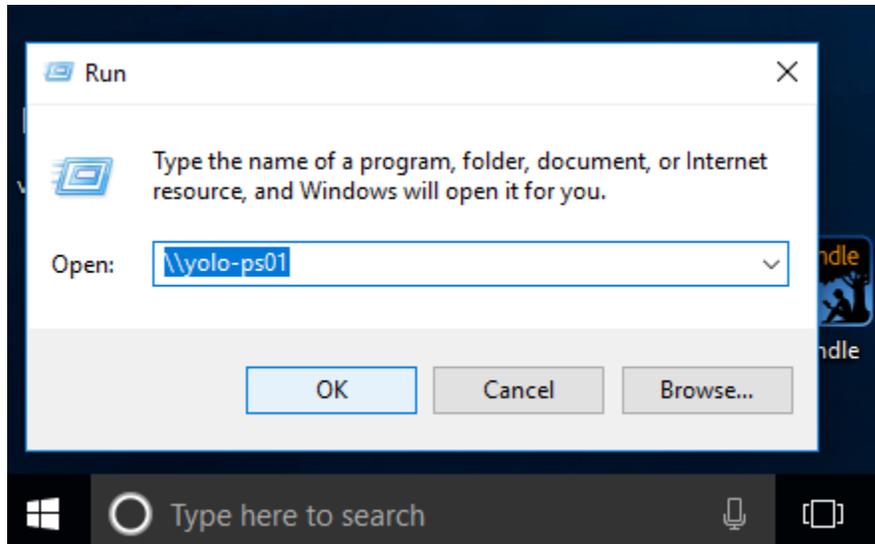
2) You will see a list of printers. Scroll down until you see the CourtHouse printers. Double click the printer you want to install on your computer. The printer will now be available to use for printing.
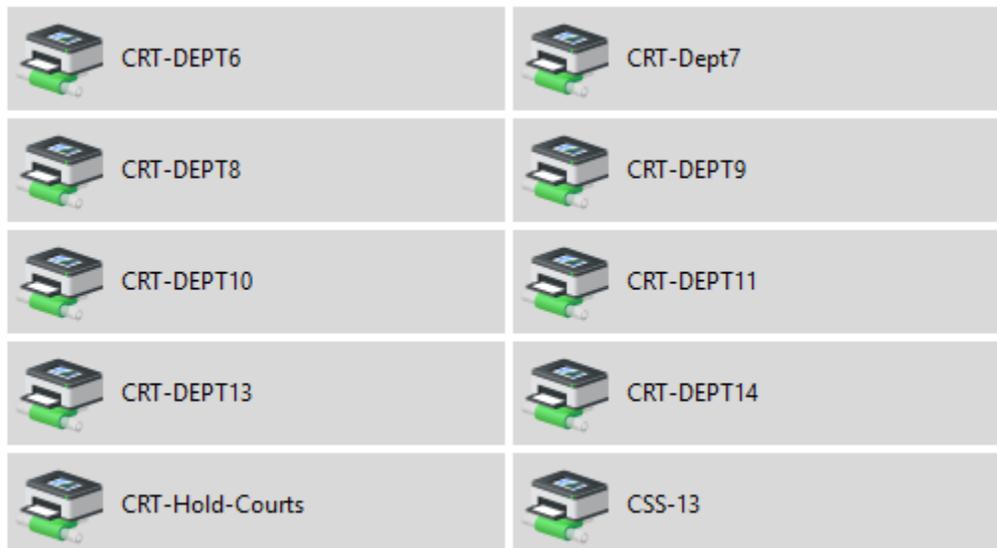
Navigate to YOLO-PS01 print server – **Windows 7**

1) Left Click Start Button -> Type \\yolo-ps01 in empty box and hit the "enter" key
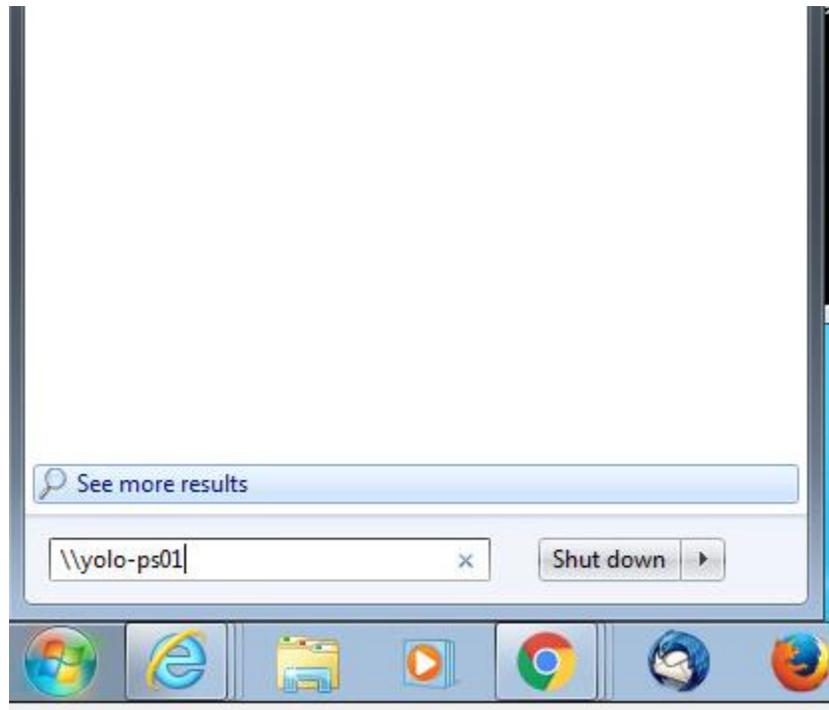
2) You will see a list of printers. Scroll down until you see the CourtHouse printers. Double click the printer you want to install on your computer. The printer will now be available to use for printing.

CRT-DEPT6	CRT-Dept7
CRT-DEPT8	CRT-DEPT9
CRT-DEPT10	CRT-DEPT11
CRT-DEPT13	CRT-DEPT14
CRT-Hold-Courts	CSS-13
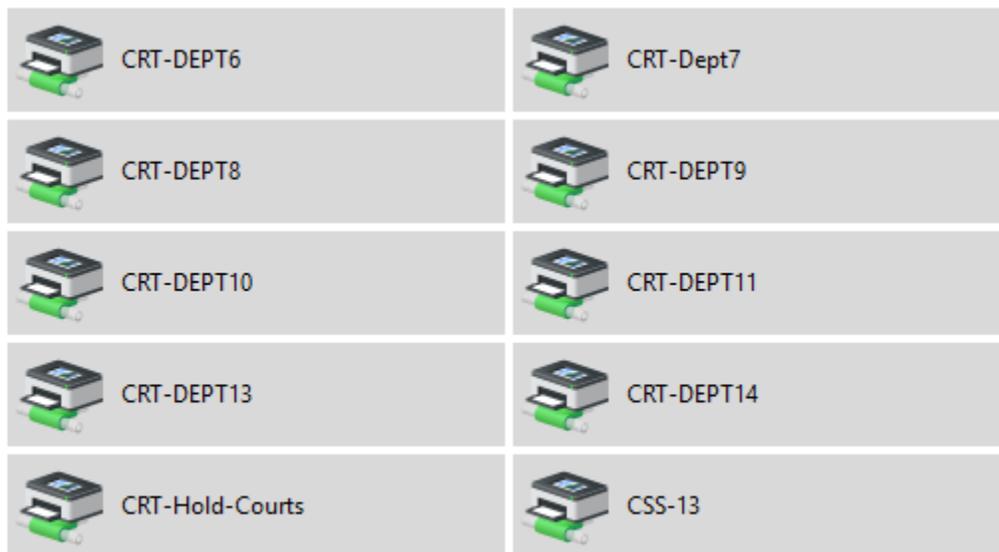
COPY

1) Choose Copy on Printer Menu Screen
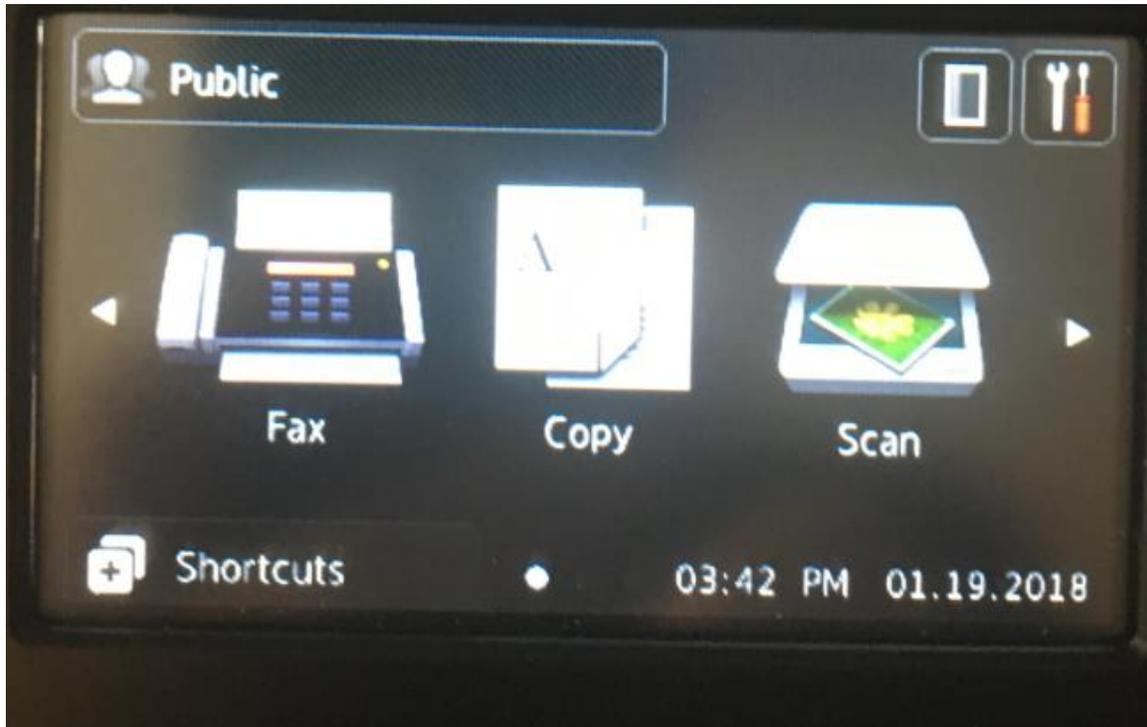
2) You will see "Access Denied" screen. Select "Close"
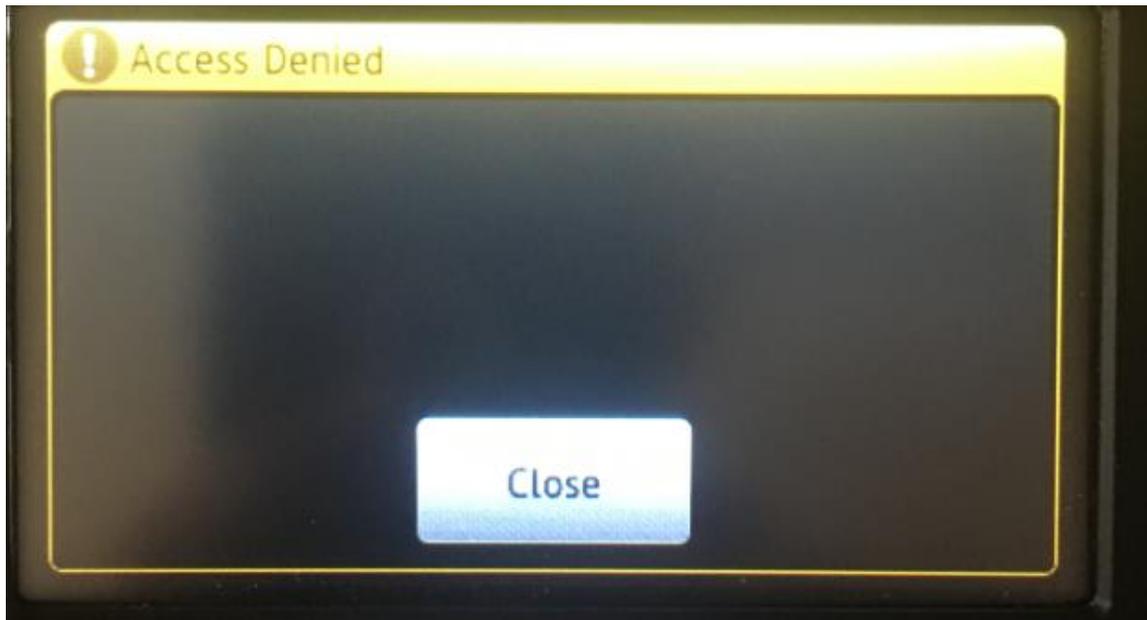
3) Choose user "COUNTY"
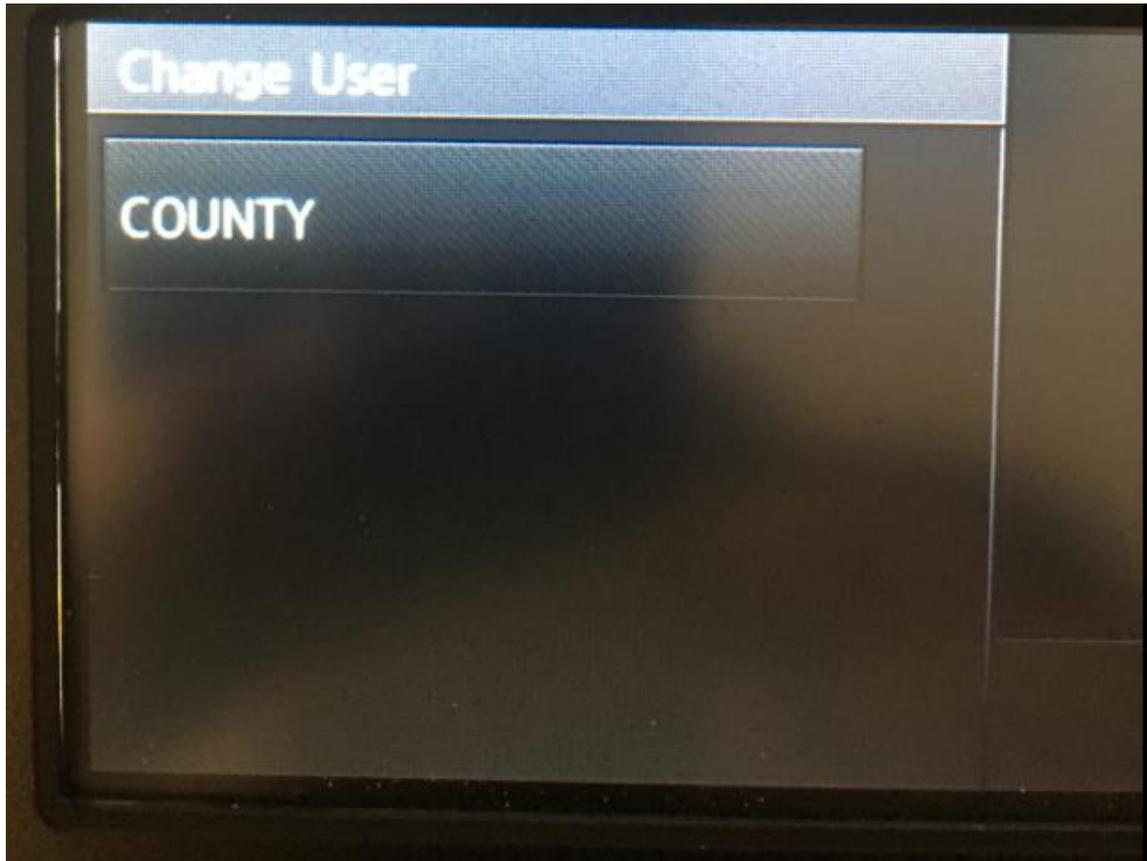
4) Enter the PIN - 1368
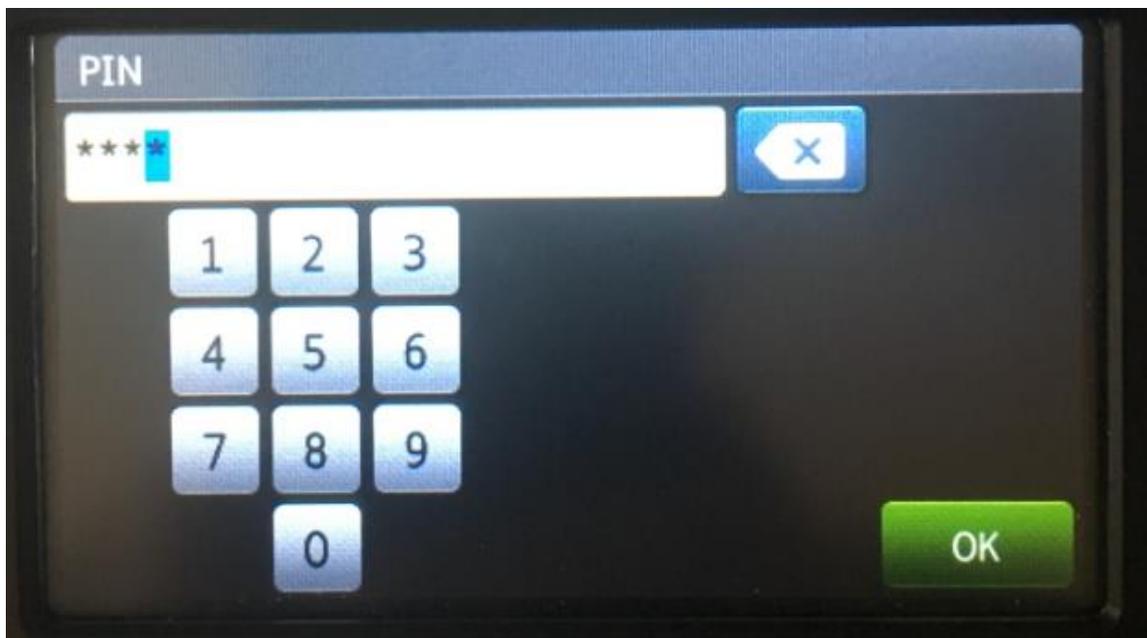
5) Click "Start" to start the copy process
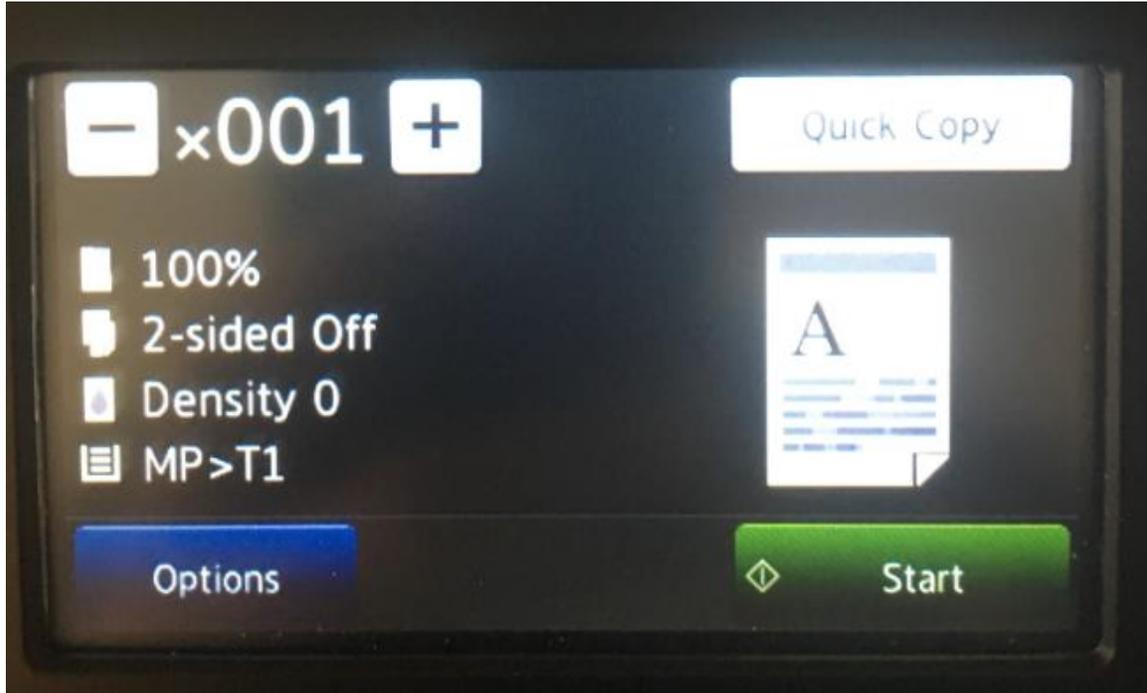
SCANNING

1) Choose Scan on Printer Menu Screen
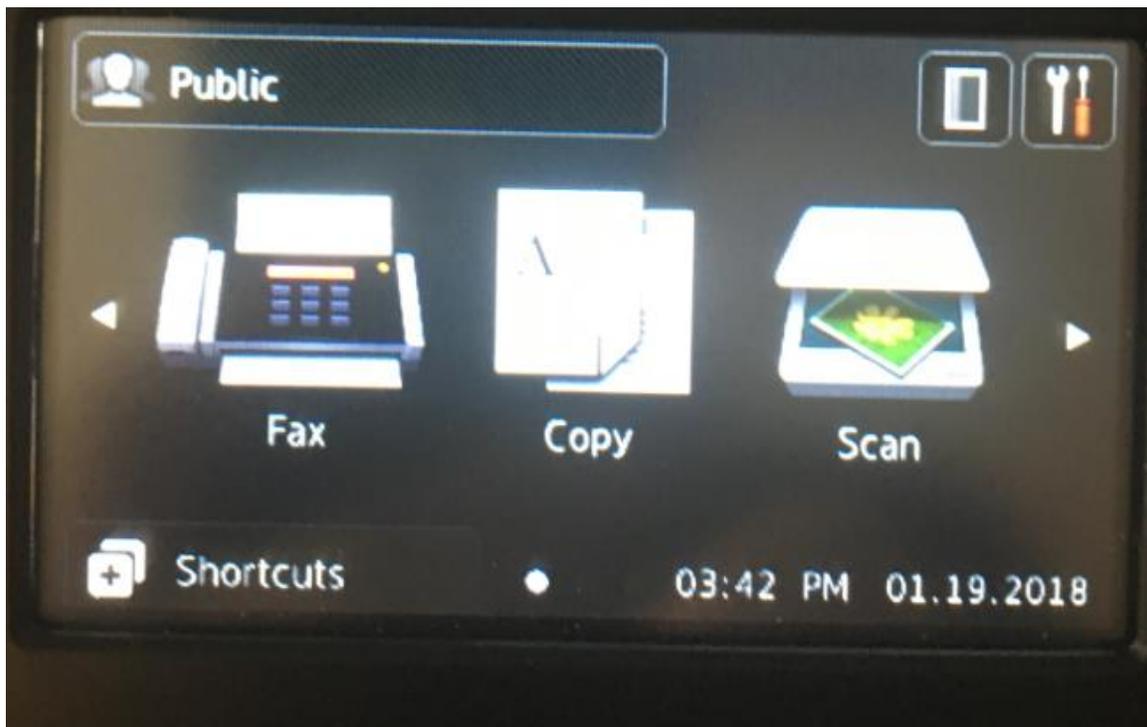
2) Scroll over to "to Network" using the white arrows
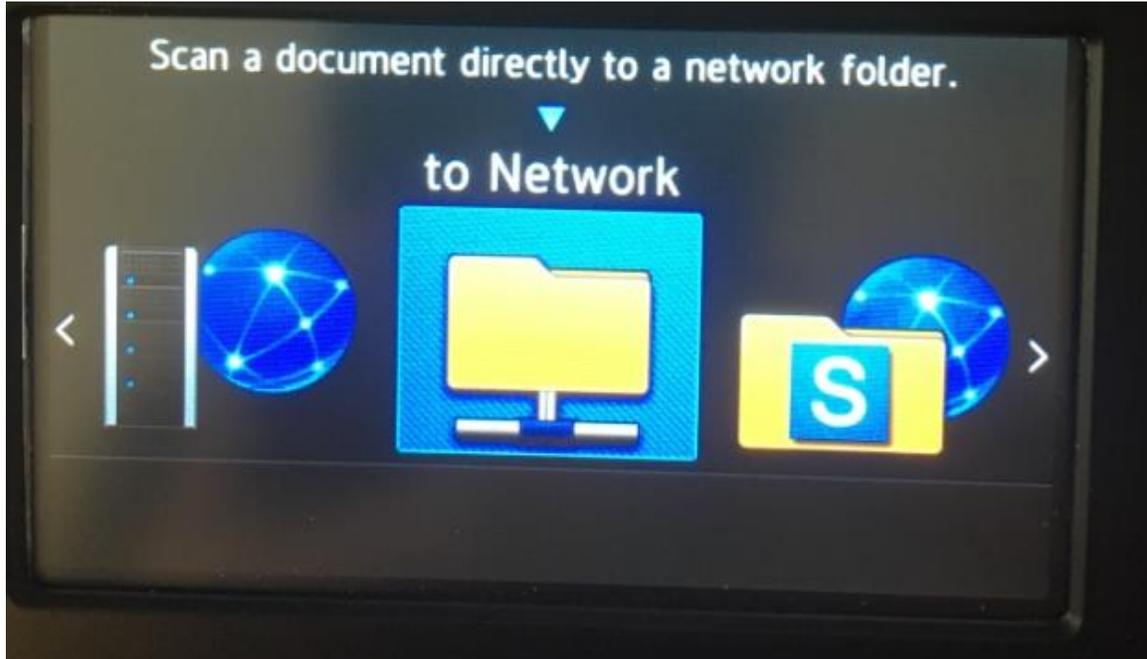
3) Choose the "DAC" Profile
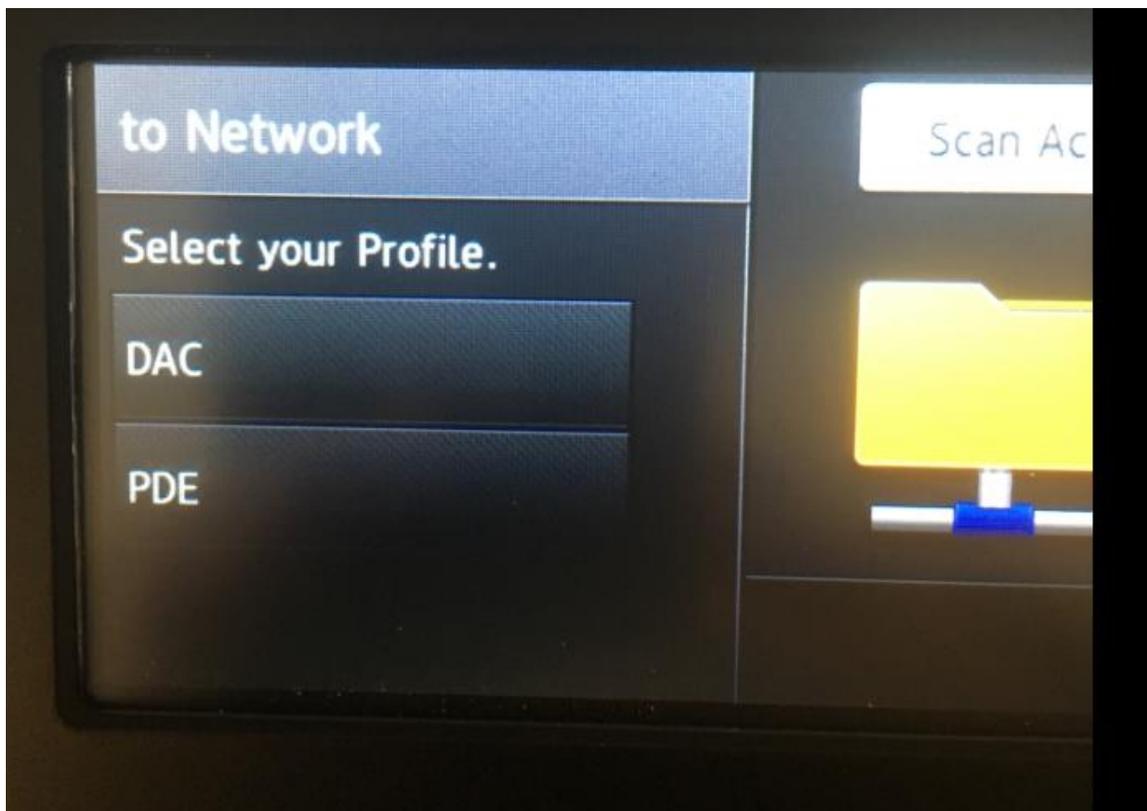
4) Select your options and click "Start" to scan. Documents will be saved to "s:\dac\scanned docs"