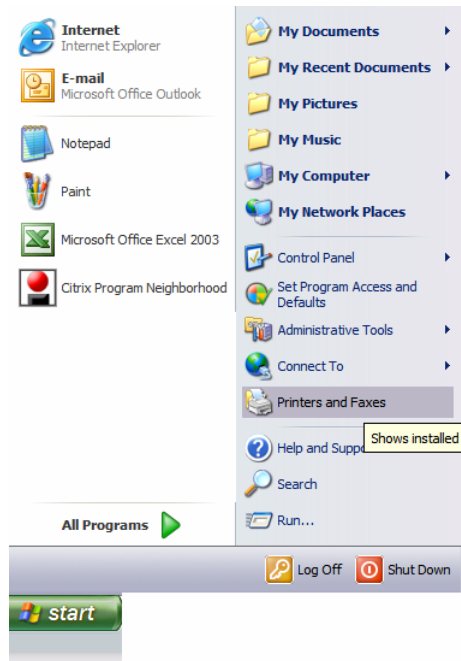




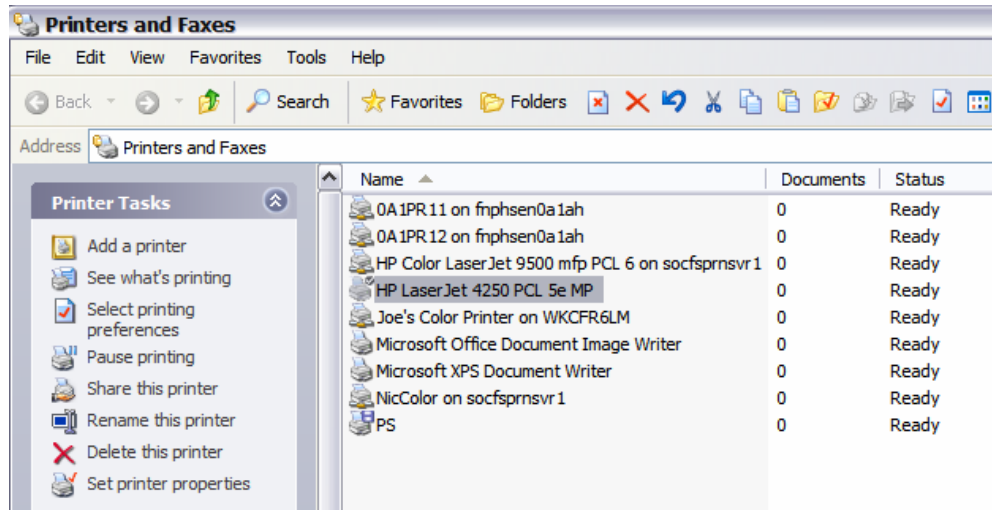
Directions on How To Select a Default Printer before Accessing Citrix

In order to be able to print in CONNECTIONS, you must use your default printer from your PC. If you do not have a default printer selected, you will be unable to print in your Citrix Session. Below are instructions on how to select a default printer because you have a default printer selected before you log into CONNECTIONS.

- Before accessing your CONNECTIONS Citrix Session, go to START→Printers & Faxes

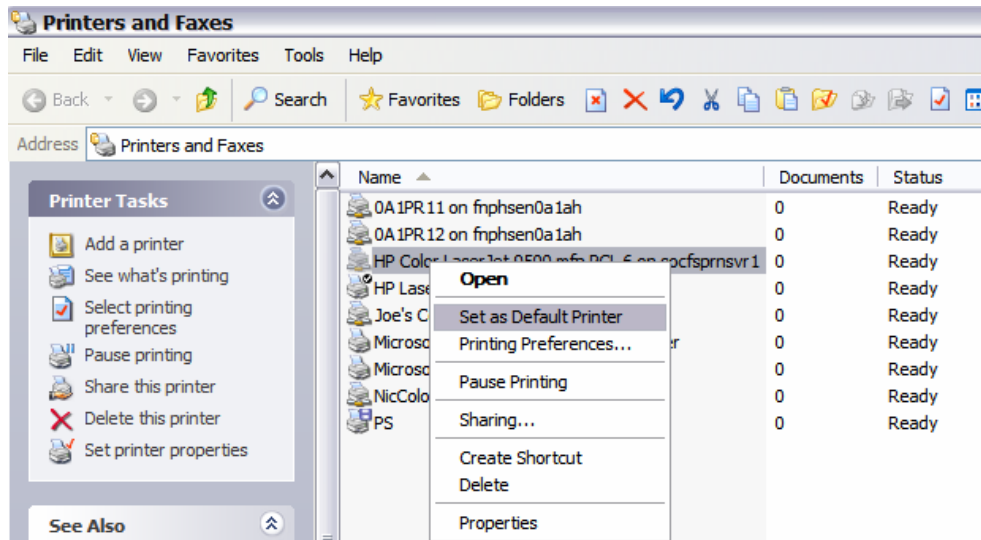


- Check to see if you have a printer with a little black check mark next to it, like shown below. This means you have a default printer selected and are ready to access CONNECTIONS.
- If none of your printers have a black check mark next to it, please follow the rest of the directions.

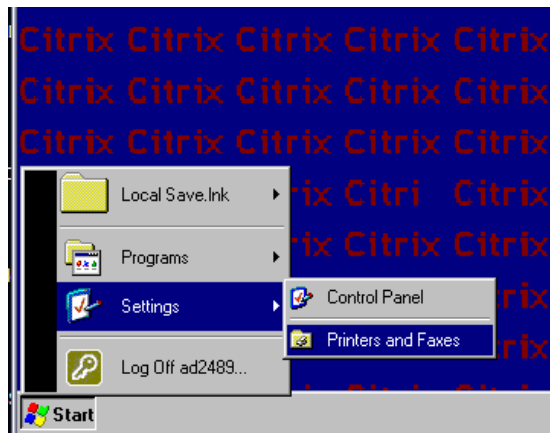




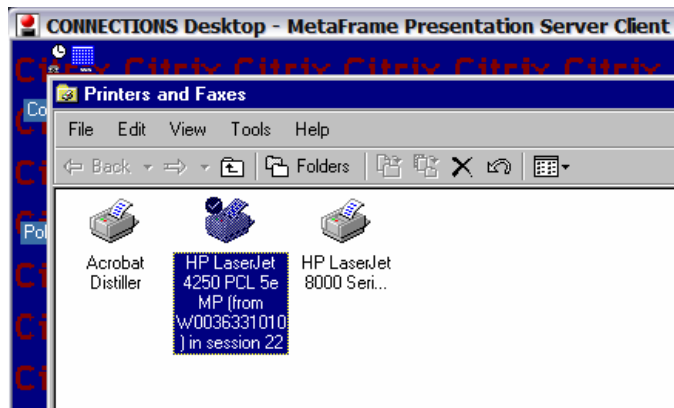
- ❑ **Right Click** the printer you would like to make your default printer and **Select “Set as Default Printer”**



- ❑ Log into **CONNECTIONS** and check the Printer settings inside of Connections



- ❑ Your printer setting should look like the screen below



- You should now be able to print in CONNECTIONS.

If you have any difficulty printing or cannot complete this task, please contact your LocalAdmin/Suport Staff.

August 2007