

How to remove a printer :

1. Open Control Panel -> click on 'device and printers' **control panel** then click on the Windows button.

2. Within Control Panel click on **devices and printers**

3. In the printer section click on a **UNMG** printer and remove the device.

(Note: default printer may be added as **UNMG-CP**)

How to add a printer ,

1. Open **File Explorer**

2. Open address bar in **File Explorer** type: **\\unmg-ps01**

(Note: You have to be connected to the UNMG network **VPN** to access)

3. Within **\\unmg-ps01** there should be a folder named 'UNMG network'.

4.