

## Week 3 Supporting Activities

Learning Team A:

CIS/319

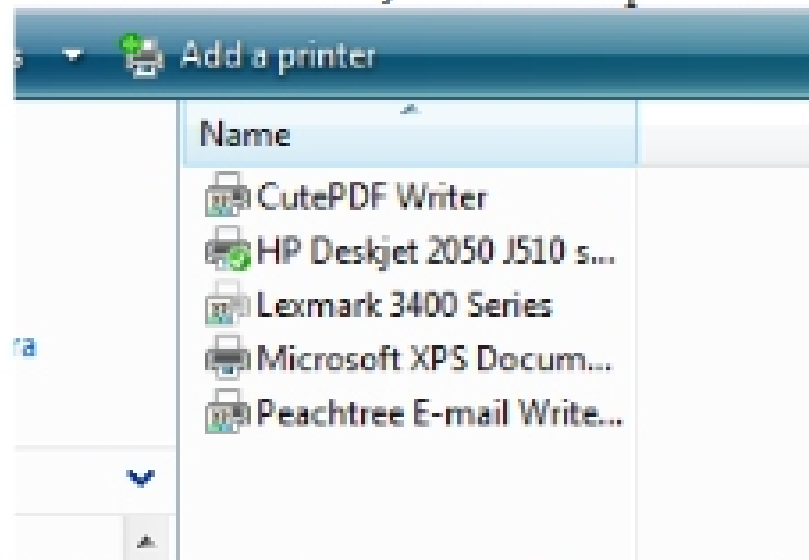
### **Share a Printer on a Network**

1. Open Network and Sharing Center by clicking the Start button, clicking Control Panel, clicking Network and Internet, and then clicking Network and Sharing Center.

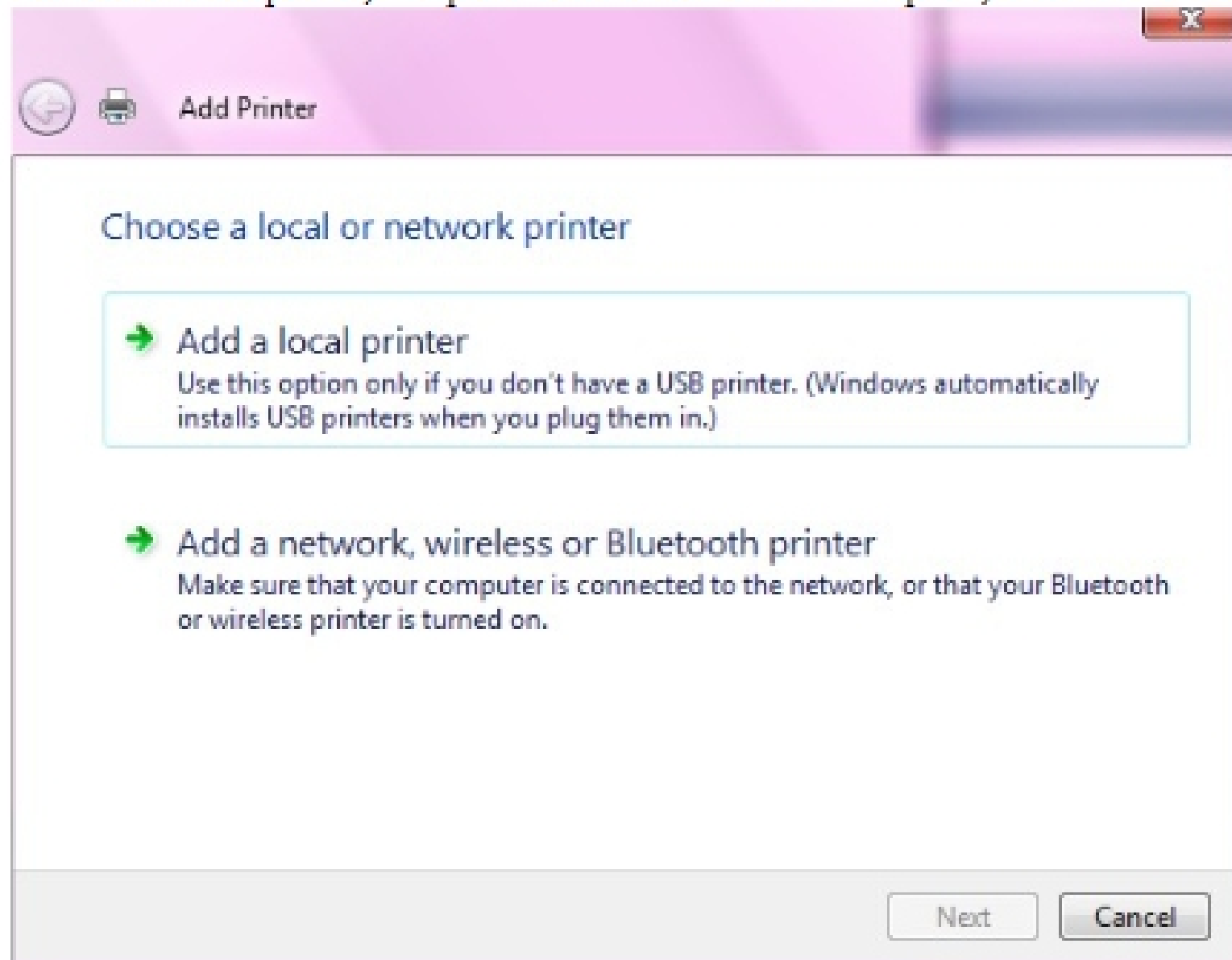
2. Click the arrow button next to Printer sharing to expand the section, click Turn on printer sharing, and then click Apply.

### Connect to a Network Printer

1. Open Printers and Faxes
2. Under Printer Tasks, click Add a printer to open the Add Printer Wizard, and then click Next.



3. Click A network printer, or a printer attached to another computer, and then click Next.



4. To Connect search for it in Active Directory.
  - Click Find a printer in the directory, and then click Next.
  - Click the Browse button to the right of Location, click the printer location, and then click OK.
  - Click Find Now.

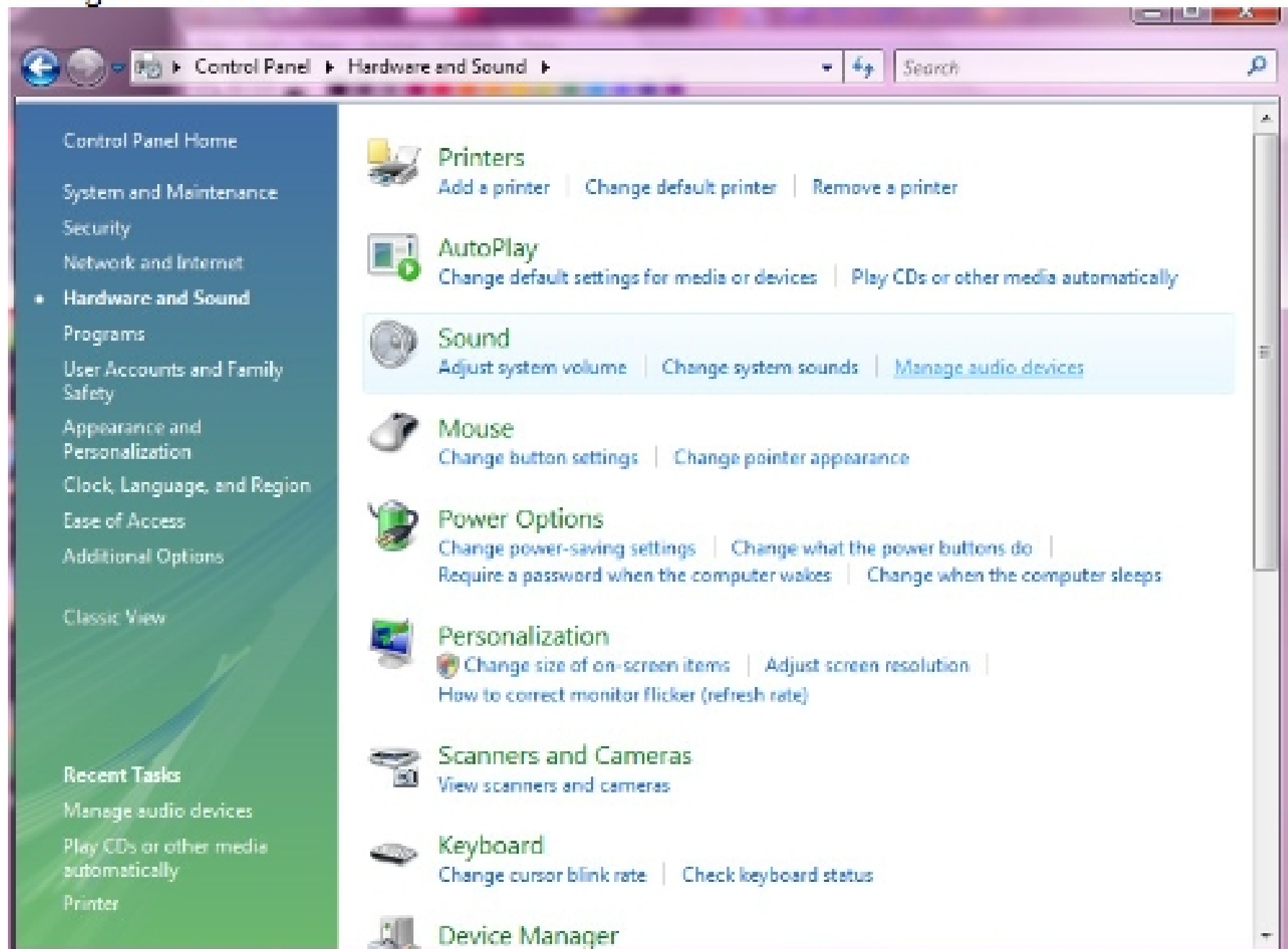
Click the printer you want to connect to, and then click OK.

## Adjust a Monitor

My monitor has buttons at the bottom. Click Menu and you choose if you want to change the brightness, contrast, image control, or language. Using the +/- buttons on the bottom of the screen it changes.

## Configure Speaker Options in Windows

1. Click Start, Control Panel, Hardware and Sound,
2. Manage Audio Devices



3. Click Speakers then click Configure at the bottom.