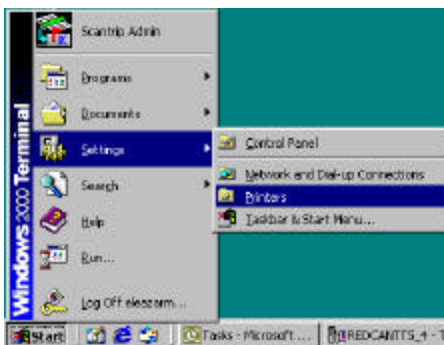


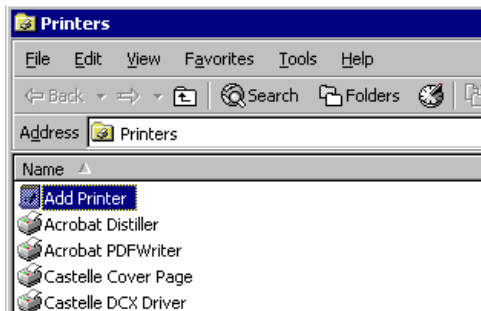
Enabling home printing from Mortgage Works Session

NOTE: Call Mortgage Works to enable the option to print from home. Describe the printer manufacturer and model. Mortgage Works requires an active, current version of an anti-virus software on the home computer installed and regularly updated.

Step 1: Go to **Start** → **Settings** → **Printers**.



Step 2: In the Printers window, **double-click** the **Add Printer** icon.



Step 3: The **Add Printer Wizard** window appears. Click **Next**.



Step 4:

The next screen will ask you whether you are installing a **Local** or a **Network Printer**. Select **Network Printer**.



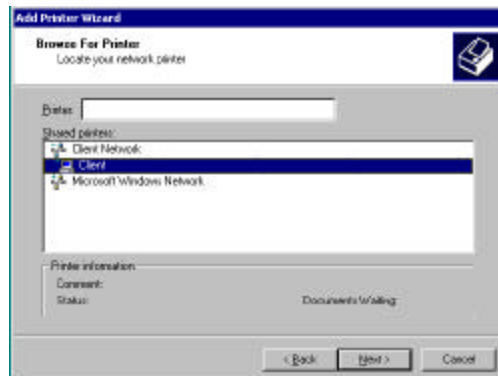
Step 5:

This next screen asks you to **Locate Your Printer**. Select the radio button that corresponds to **Type the printer name, or click Next to browse for a printer**. Leave the **Name** field blank and click **Next**.



Step 6:

The wizard now takes you to a screen where you **Browse For Printer**. **Double-click** Client and **select** your current printer at home. The naming convention of a Client printer is as follows: first set will say **Client**, followed by the name of the printer and the pound sign (#), followed by the printer manufacturer and model. For example a computer by the name of Steve that is adding an HP Laserjet 2200 will have the following printer name: **Client\STEVE#\HP LaserJet 2200 Series PCL 6**



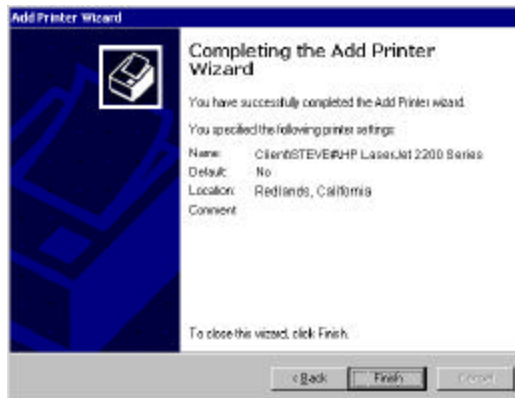
Step 7:

The next screen will ask whether you want **Your Windows-based programs to use this printer as your default printer?** Select either **Yes**, if you do the bulk of your printing from home, or **No**, if you will print from both home and office. Then click **Next**.



Step 8:

A final window will appear showing you the information of the printer. Click **Finish**.



Step 9:

Your printer will now appear in the list of printers available.

