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Do It Yourself IT Guide

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How to Set Your Default Printer

- [Internet Explorer](#)
- [Chrome](#)
- [FireFox](#)

How to Map to a Network Printer

- [Windows 7](#)
- [Windows 10](#)

How to Print to a PDF

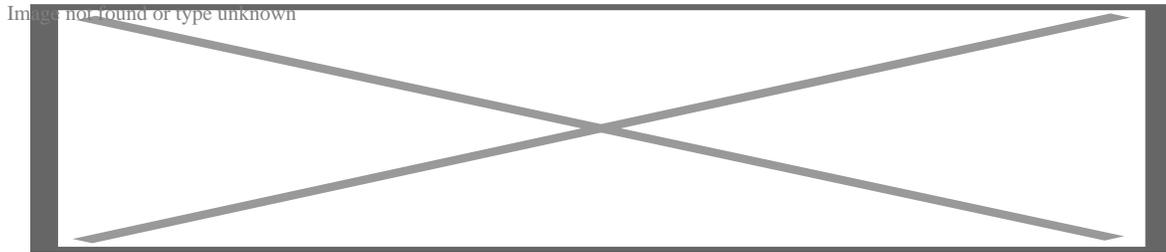
- [Internet Explorer](#)
- [Chrome](#)
- [FireFox](#)

How to VPN in from Home

Set Default Browser to Internet Explorer/Chrome/Firefox

Internet Explorer

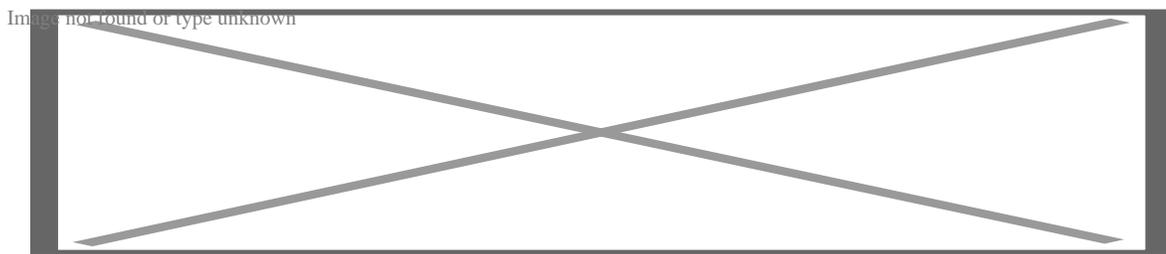
1. Open Internet Explorer, select the Tools button



2. Select Internet options.
3. Select the Programs tab, and then choose Make default.
4. Click OK, and close Internet Explorer.

Chrome

1. Open Chrome and select the Controls button



2. Select Settings
3. Scroll toward the bottom of the page where the "Default browser" section is and click to make Chrome your default browser

Image result for set chrome as default browser in chrome

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Firefox

1. Open Firefox
2. Click the menu button  and choose Options.
3. In the General pane, click Make Default.

default 38

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The Windows Settings app will open with the Choose default apps screen.

4. Scroll down and click the entry under Web browser. In this case, the icon will say either Microsoft Edge or Choose your default browser.

default apps win10

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5. In the Choose an app screen, click Firefox to set it as the default browser.

firefox default 10

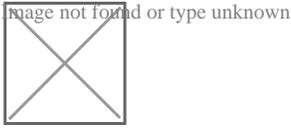
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Firefox is now listed as your default browser. Close the window to save your changes.

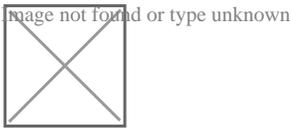
Select a Network Printer

Windows 7

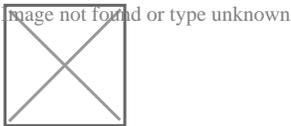
1. Click on the Start button, and then click on Devices and Printers.



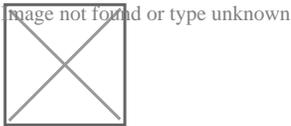
2. In the Devices and Printers window, click on the Add a printer button.



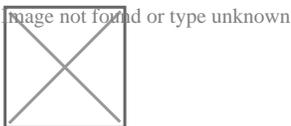
3. In the Add Printer wizard, click on the option Add a network, wireless, or Bluetooth printer.



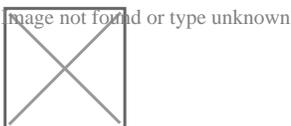
4. Windows may or may not display a list of available printers. If no printers are displayed, click "The printer that I want isn't listed."



5. In the new window that opens select the first radio button option and click Next.



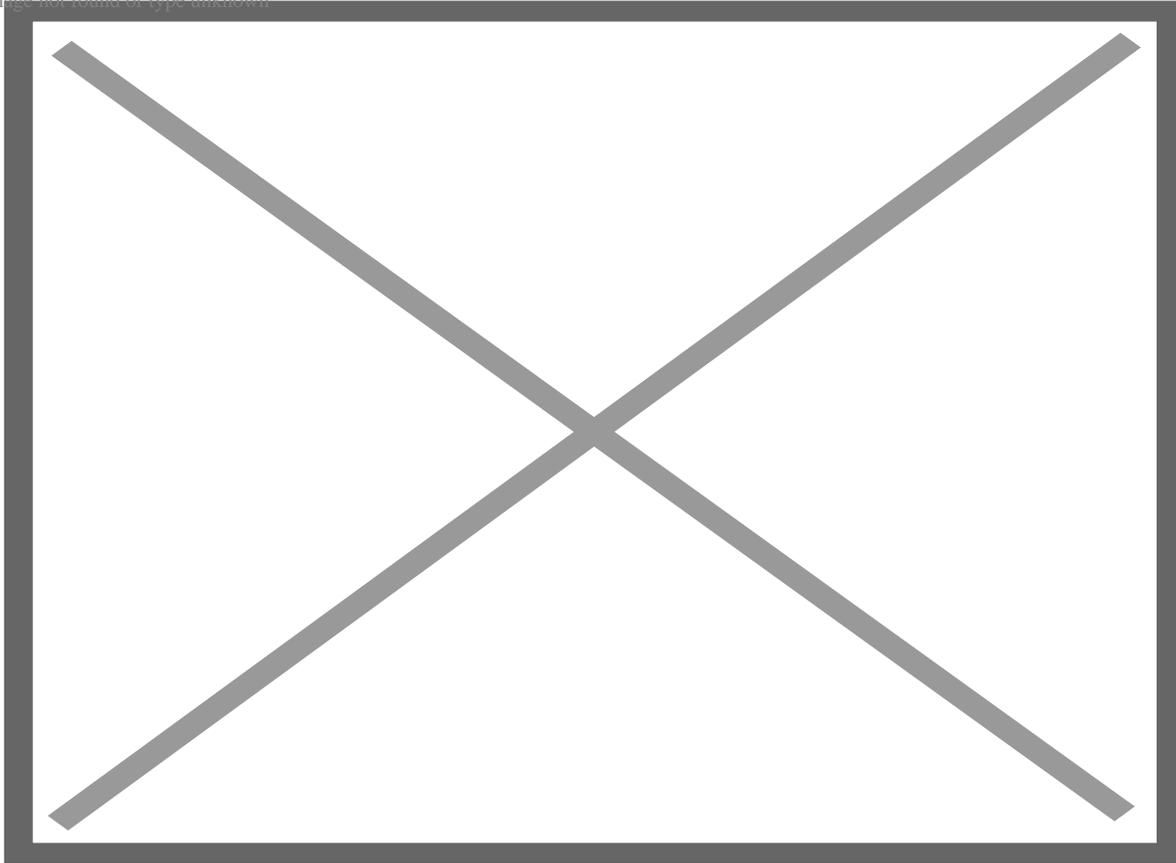
6. Select the printer you want from the list of printers presented. You might need to get up and walk to the printer you want to print from to confirm its make and model. You can sort the list by clicking any of the Name, Location, or Model headers at the top of the list.



7. Once you have found the printer you want, click it in the list and select OK.

8. When the printer has been successfully added you will receive a confirmation screen.

Image not found or type unknown



9. You can confirm that the printer has been added by clicking the Start button > Devices and Printers and you will see the new printer.

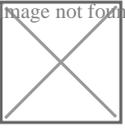
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Windows 10

1. Open the Control Panel either by searching with Cortana or using the Control Panel shortcut in the Start Menu under All Apps > Windows System:

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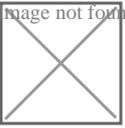
2. Open Devices and Printers from the Control Panel menu and select the 'Add a printer' button.

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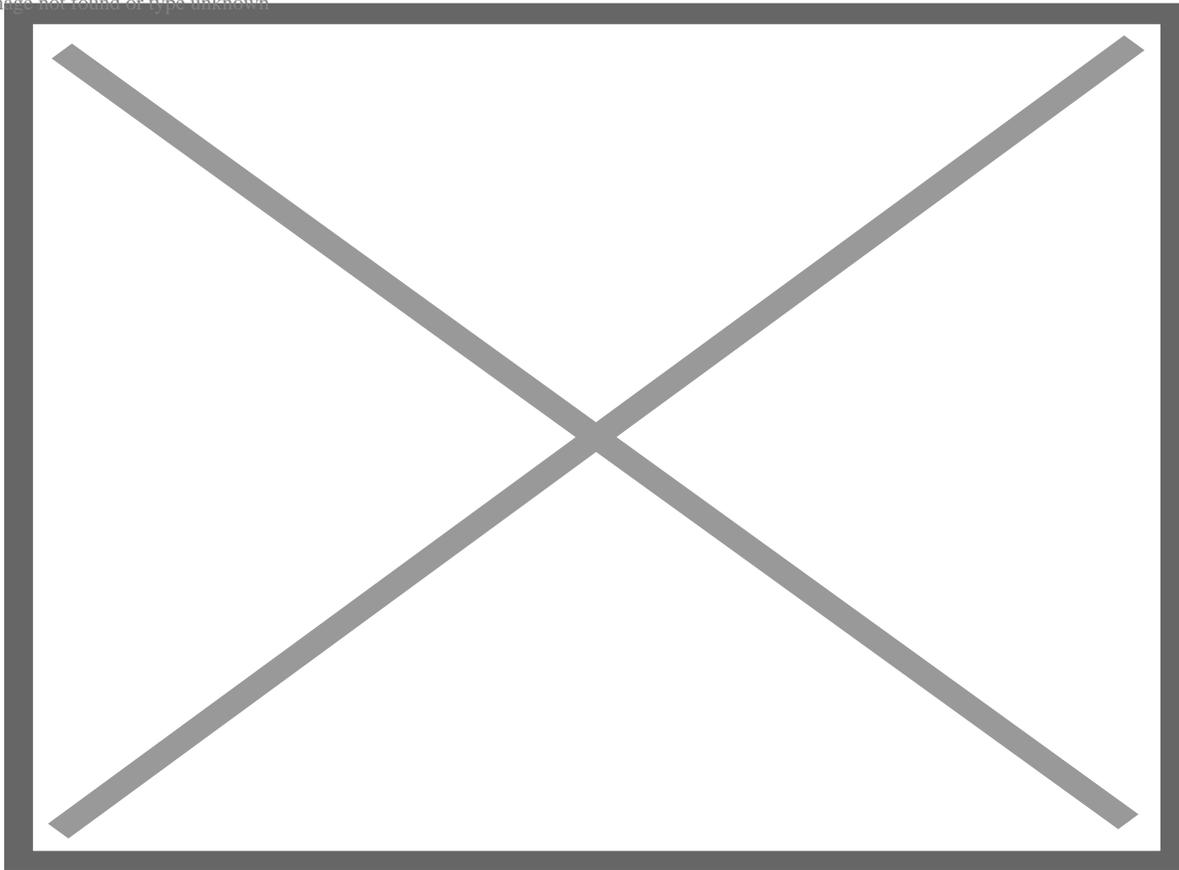
3. It's likely that the printer you want to add will not appear in the list of devices to choose from. If that is the case, click the text that reads "The printer that I want isn't listed".

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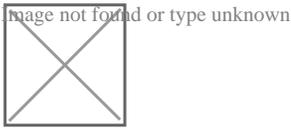


4. In the next box that opens, click radio button for "Add a Bluetooth, wireless or network discoverable printer" and click Next.

Image not found or type unknown



5. A box similar to the image below should open displaying a list of printers for you to select from. You might need to get up and walk to the printer you want to print from to confirm its make and model.



You can sort the list by clicking any of the Name, Location, or Model headers at the top of the list.

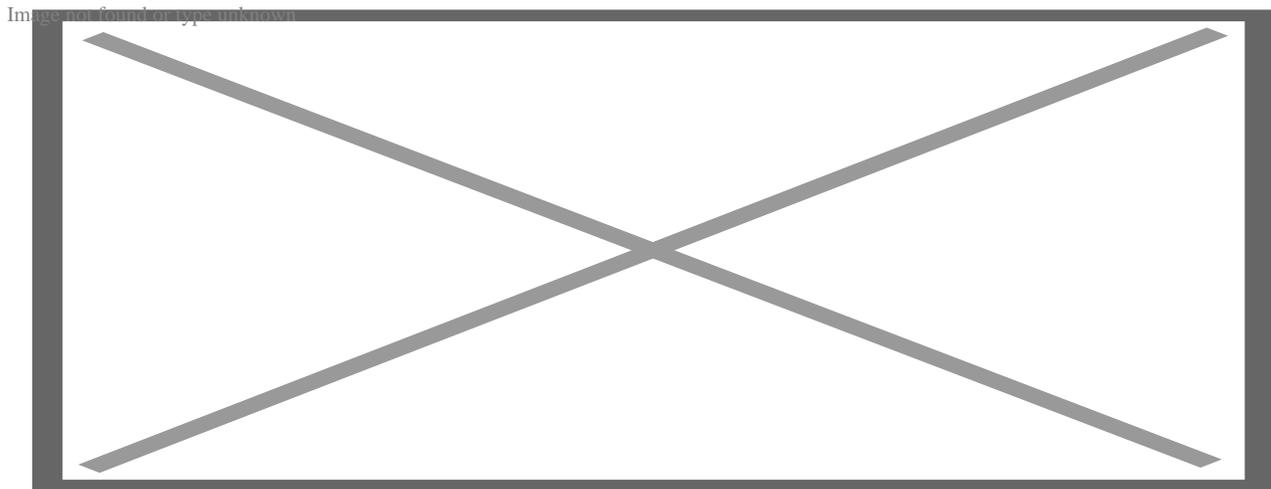
6. Once you have identified the printer you want, click to highlight it in the list and click OK. You will see a confirmation screen when the printer is successfully added.

Print to a PDF from a Web Browser

Internet Explorer

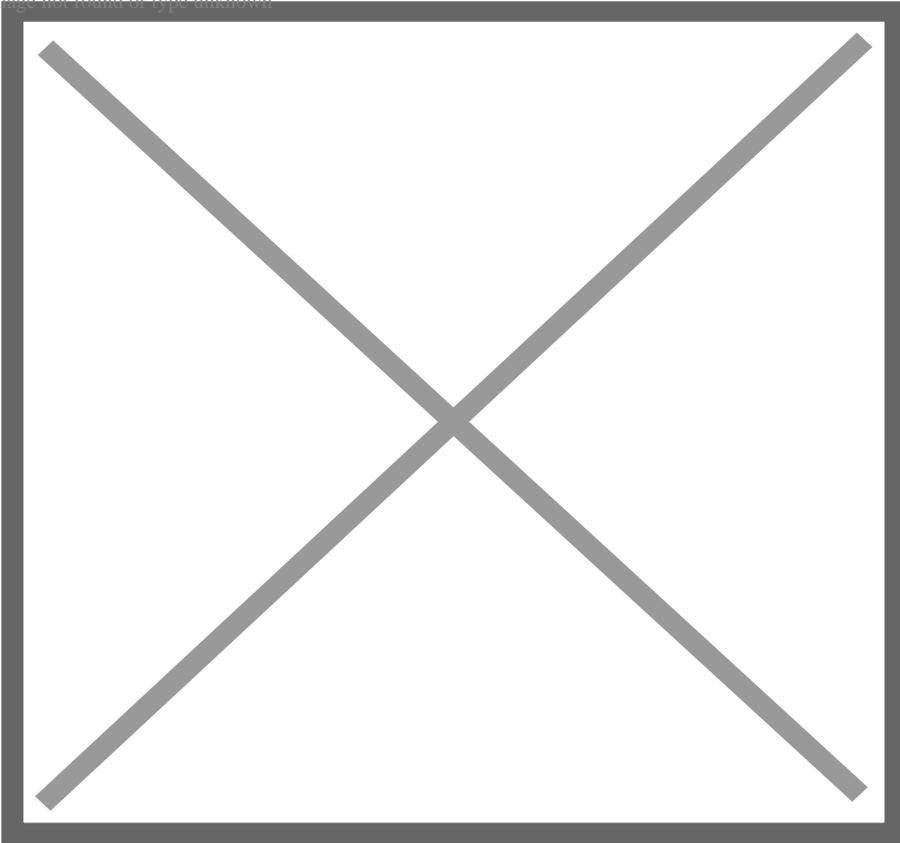
Internet Explorer does not have a built in way of saving a web page as a PDF. Instead, you can print a web page to an XPS document, which behaves very similarly to a PDF.

1. Click the upper right settings cog wheel icon and select Print > Print . . .



2. In the Select Printer window select Microsoft XPS Document and click Print.

Image not found or type unknown



3. You will be prompted to navigate to where you want to save your XPS file. Once it's saved, you can open it up just like a PDF. The file icon looks like this:

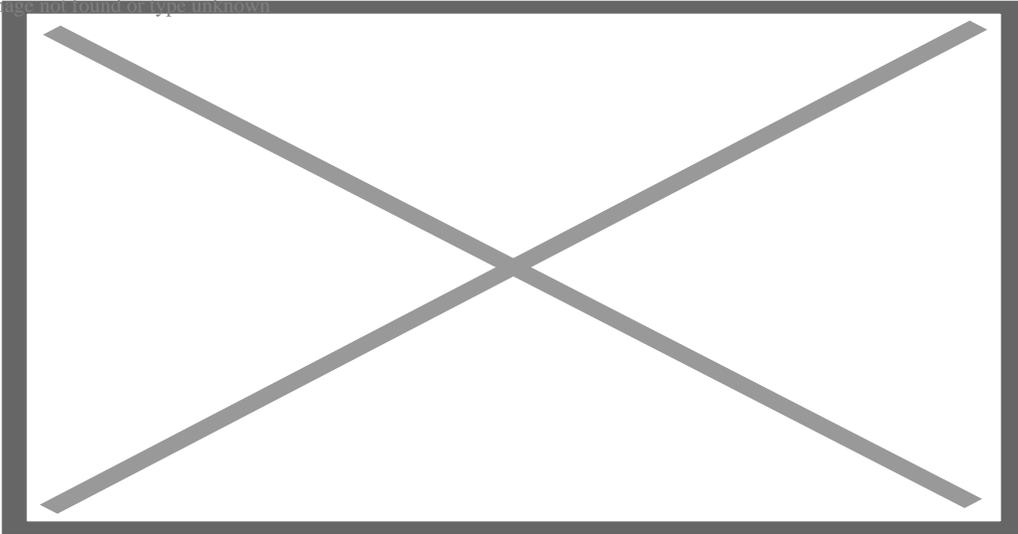
Image not found or type unknown



Chrome

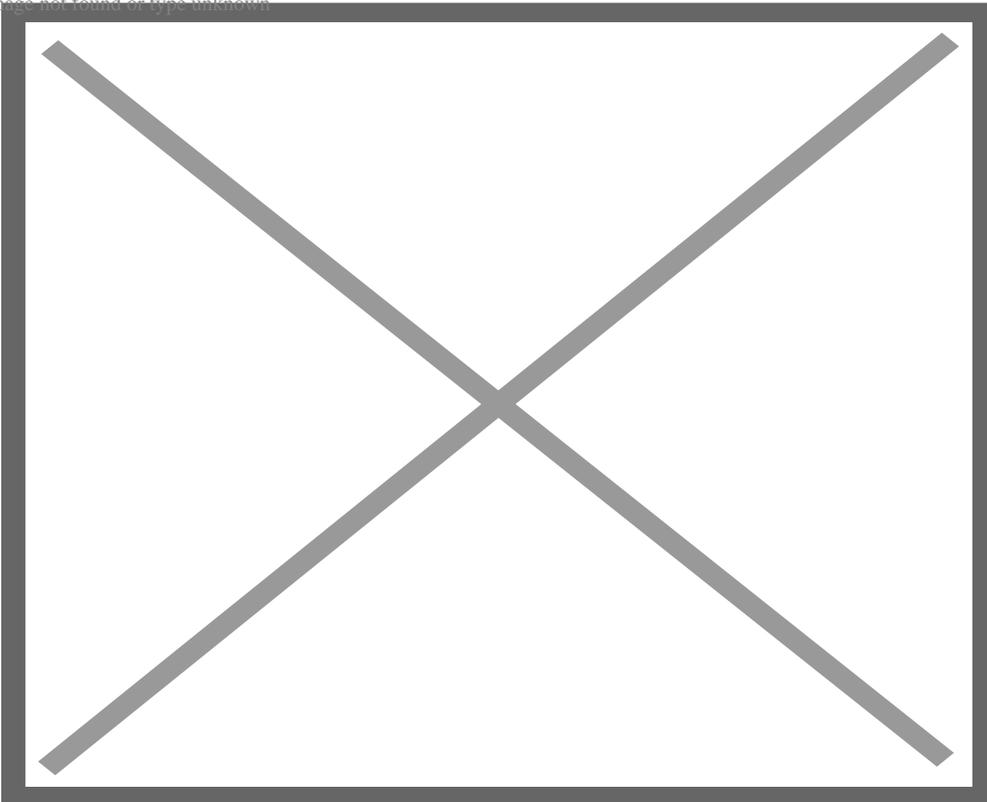
1. Click the upper right navigation button and select Print.

Image not found or type unknown



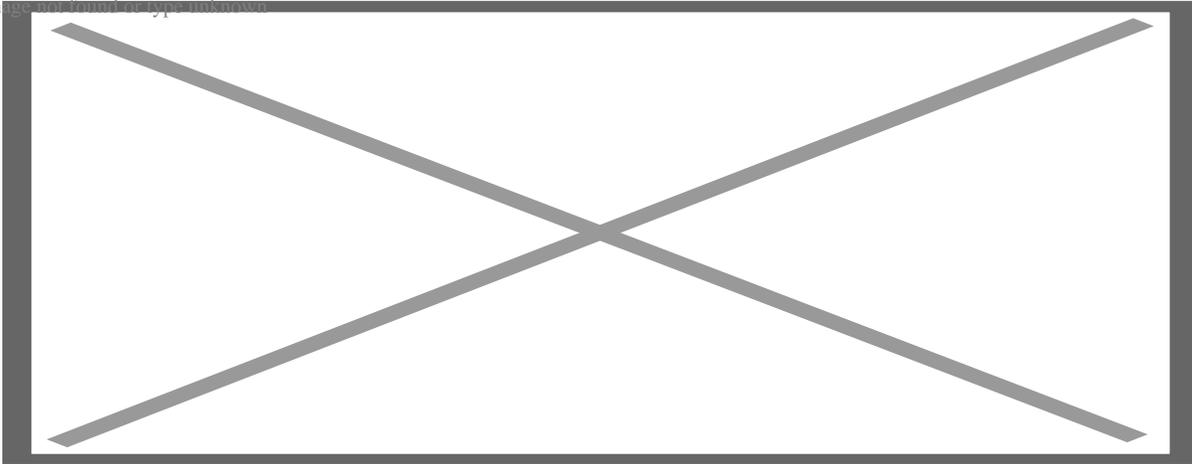
2. When the print preview screen opens click the Change button and select 'Save as PDF'.

Image not found or type unknown



3. Click the Save button and navigate to where you want to save the PDF.

Image not found or type unknown

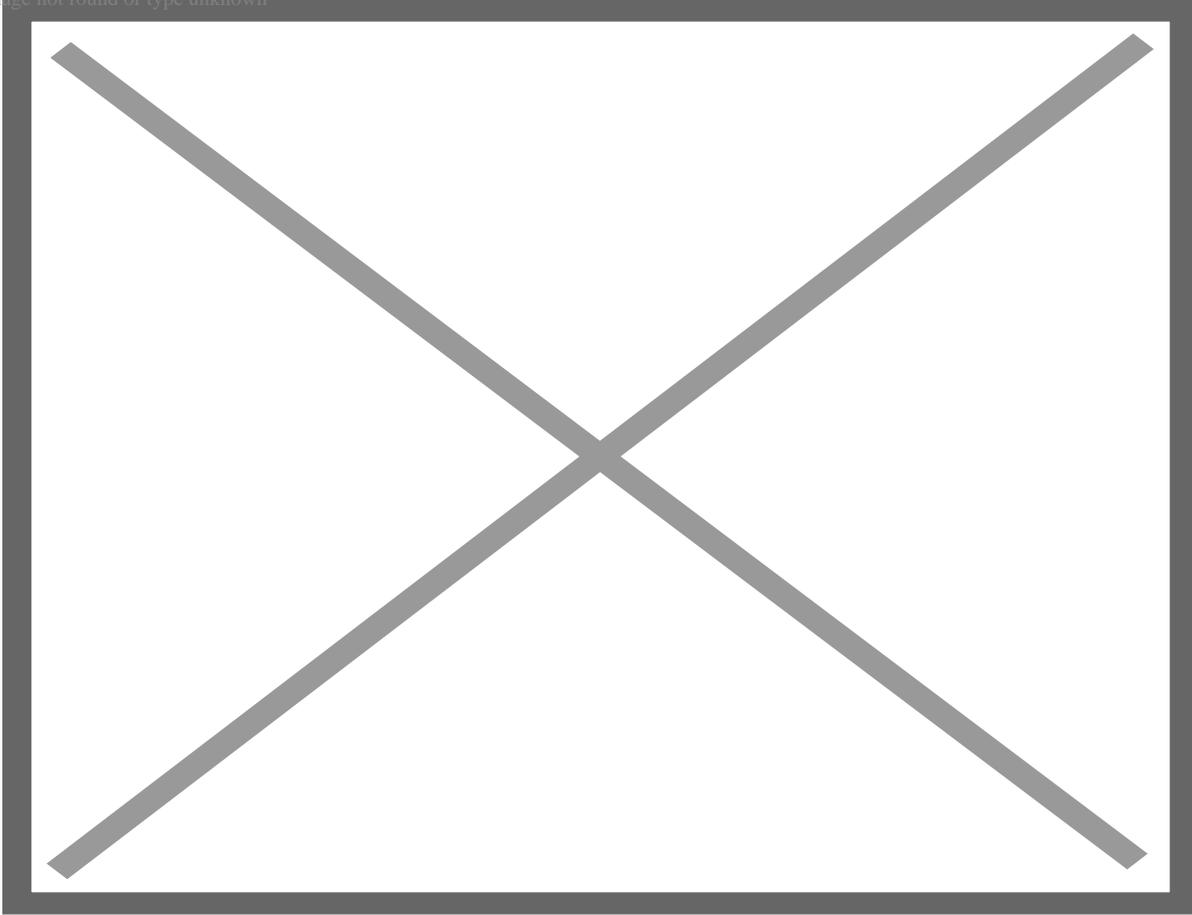


Firefox

Firefox does not have a built in way of saving a web page as a PDF. Instead, you can print a web page to an XPS document, which is very similar to a PDF.

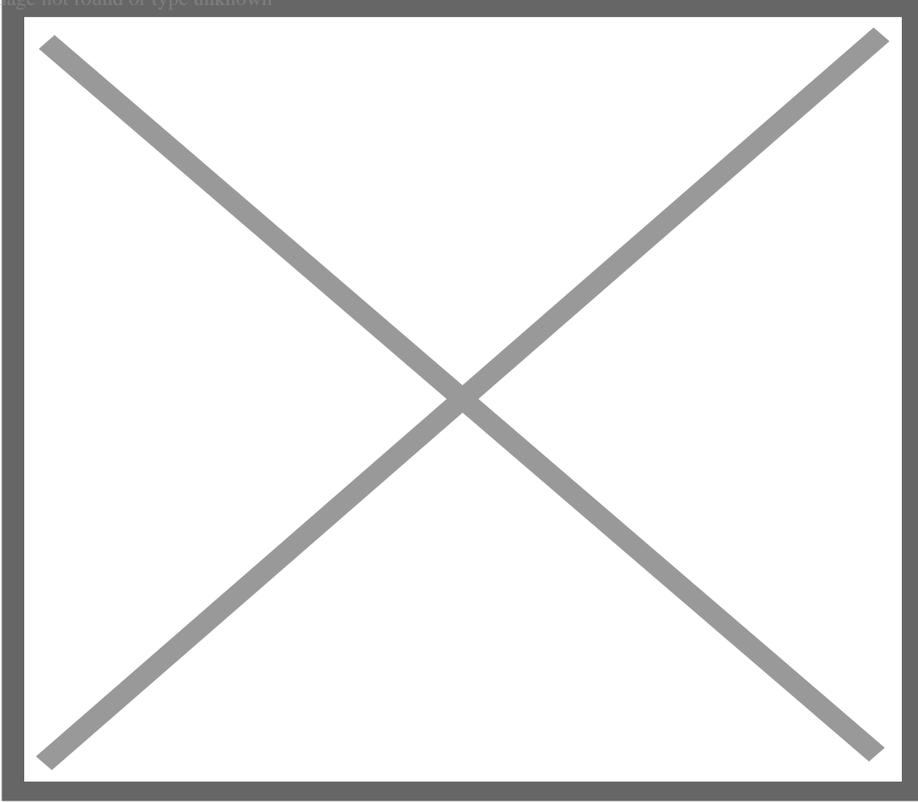
1. Click the upper right navigation button and select the Print icon.

Image not found or type unknown



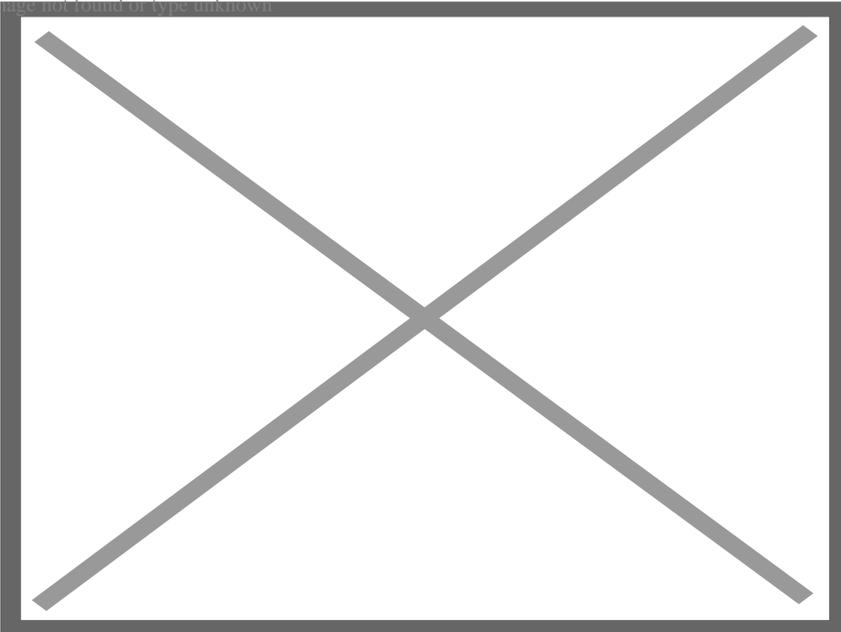
2. A print screen will open. Click the Print button in the upper left corner

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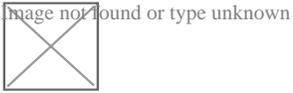


3. In the Print menu select Microsoft XPS Document Writer from the Name dropdown menu and click OK.

Image not found or type unknown



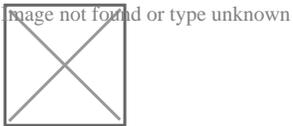
4. You will be prompted to navigate to where you want to save your XPS file. Once it's saved, you can open it up just like a PDF. The file icon looks like this:



VPN in from Home

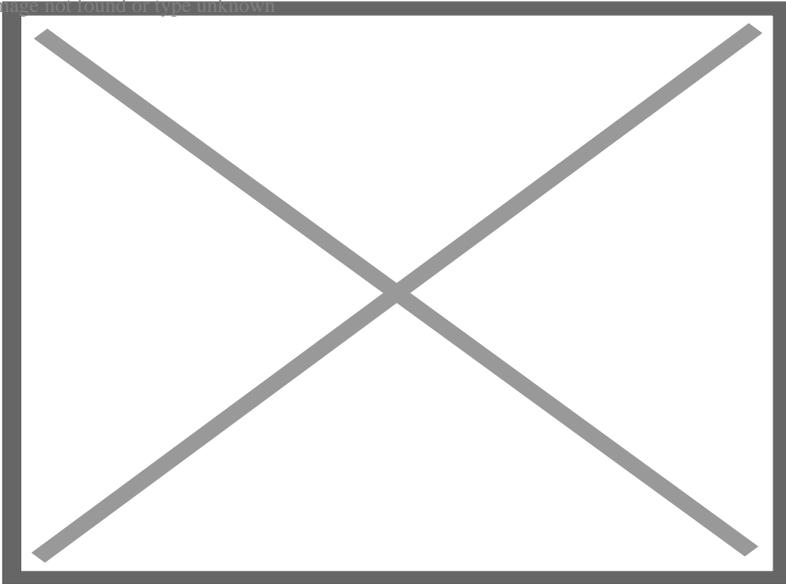
In order for MTS Employees to VPN into their work computers from home, some set up steps must be completed before VPN is needed while at work and on the network.

1. For VPN Access open **INTERNET EXPLORER** and go to <https://mtsvpn.sdmts.com/employees>
2. Enter your normal MTS login (first.lastname) and password.



The system will then validate your credentials which you are using to access the MTS network.

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For “First Time Access” you will be required to do the following steps and install the Cisco NAC Client.

1. Open a web browser and go to <http://mtsnet> Select “Continue to this website”
2. Select “Click to install agent”

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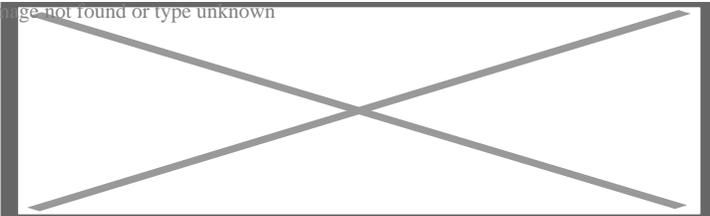
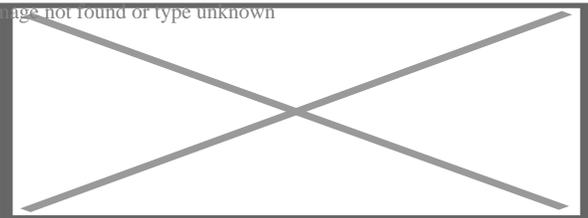
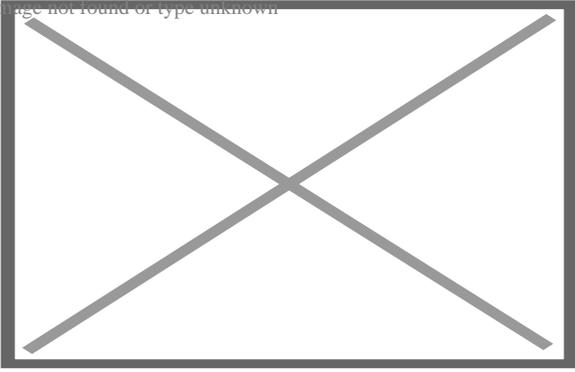


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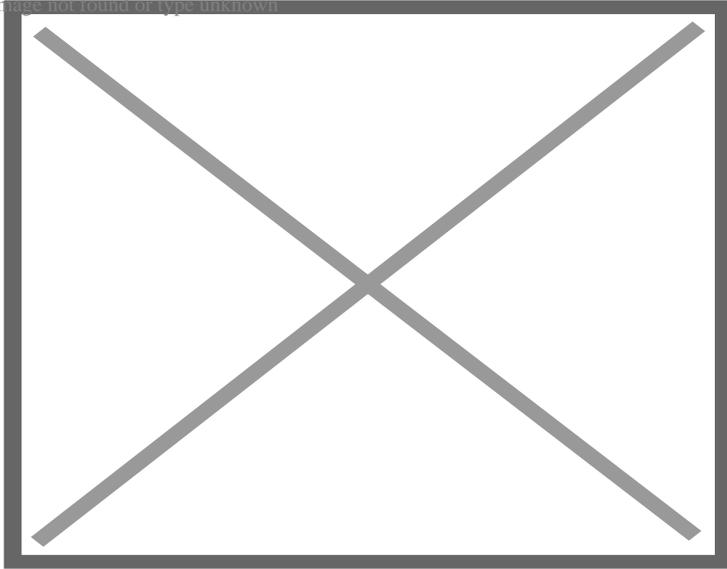
3. Select “Allow”

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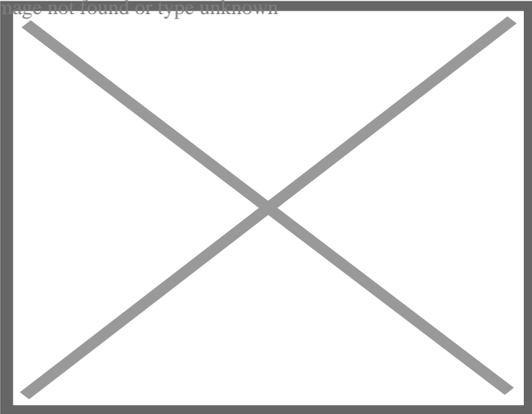
4. Select "Next"

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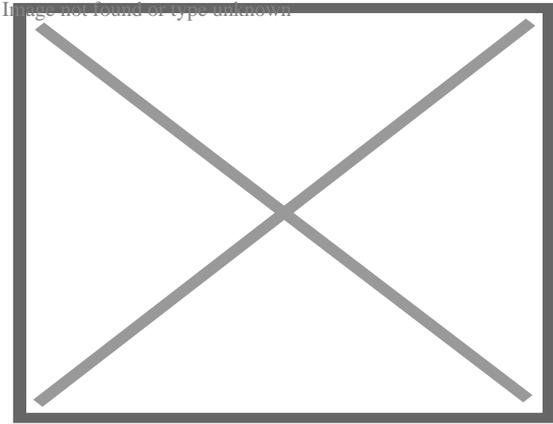


5. Accept the Terms and select "Next"

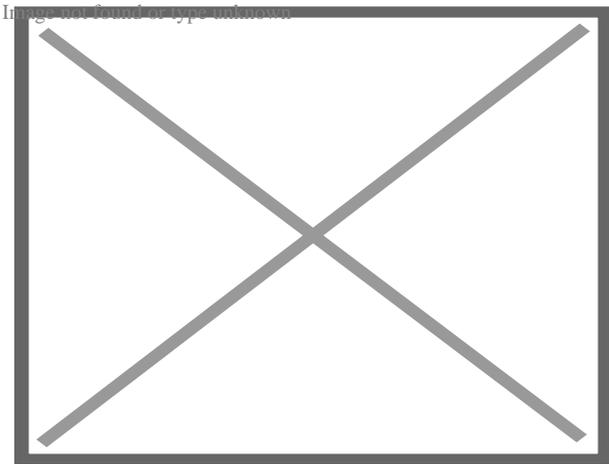
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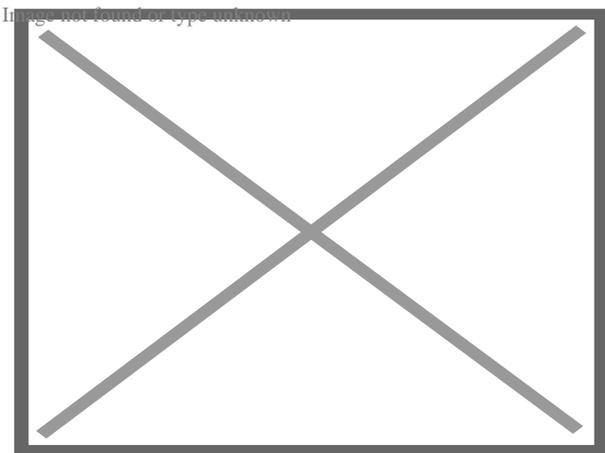
6. Check "Complete" and select "Next"



7. Select "Install"

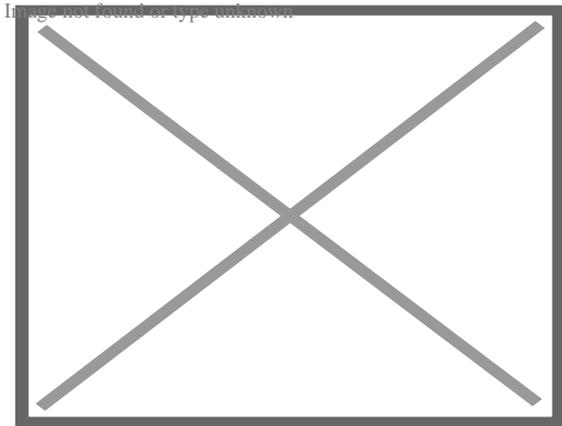


8. Wait for installation to complete.

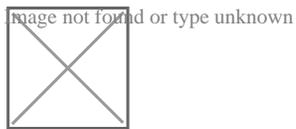


9. Windows 7 and Windows 8 customers may be prompted for UAC permission to install. Please select OK to continue.

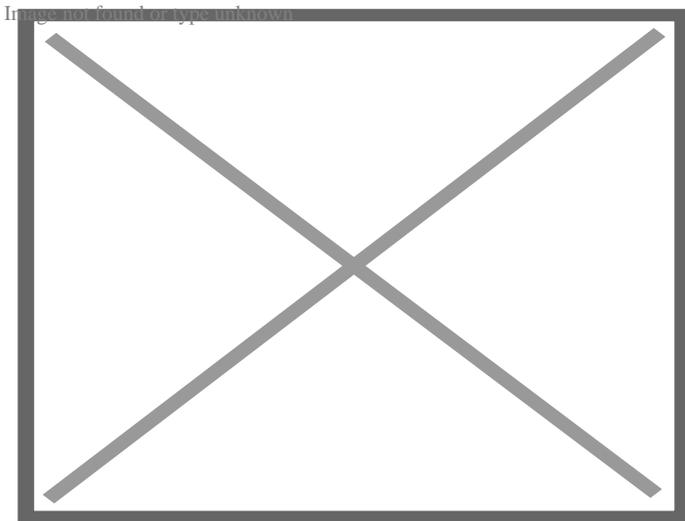
When installation is complete select "Finish"



10. If prompted Select "Yes" to Trust the MTS Certificates.



The Cisco NAC Client will then launch and validate for system for access to the MTS network.



You are now ready to access the MTS Network.

You can run the Normal Remote Desktop access from here.

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