Graphics Card & Printer Installation Detail Life in Motion™

This document is for Meijer Properties personnel installing the new graphics card and printer in Meijer photo Back Lab computers.

NOTE: Use the two-page version of this document if you understand computer hardware basics, and return here if you need assistance with specifics steps, although this document describes in detail some steps that can be rather awkward without some guidance.

Locate and have ready three pieces of equipment:

1. **Printer** (Epson Stylus C88+)
2. **Graphics Card** (PNY G-Force 6200)
3. **USB cable** with **printer sticker**

Graphics Card Installation

1. **Power down** the PC.
   Unplug the power cord from the back of the computer.
   Unplug other cables that may hinder your work, noting where these cables attach—you will reattach them later.

2. **Lower the computer onto the side** that has a foot on each corner.

3. **Press and hold the buttons** on the top and the bottom of the PC with both hands, and while doing so **raise the side** of the case.

4. **Locate the existing graphics card**.
   Pinch the end of the green clip that holds the card in place.
   Raise the clip.

5. **Locate a second green clip** at the bottom corner of the graphics card. **Pull the clip** to release the card, **grab the card** firmly, and **remove the card** from the machine by gently pulling and rocking it back and forth.
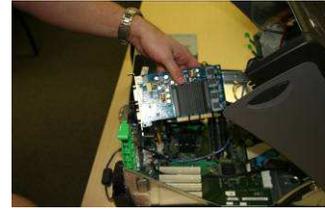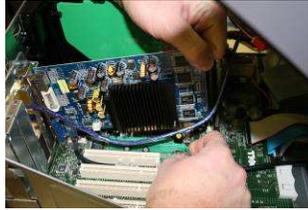
6. **Remove the new graphics card** from its packaging. You will need only the graphics card, not the additional cables you'll find in the package.
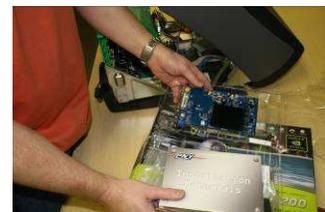
7. Into the AGP slot of the motherboard, **align the new card** by aligning the front metal flange against the body of the chassis, and the card's contacts into the slot. **Press gently** but firmly until the card snaps into place.
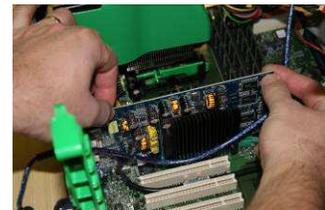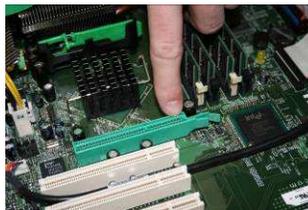
8. **Lower the green retaining clip** back into place until it clicks securely.

9. **Close the lid of the computer** and snap it into place, being mindful of cables that may need to be adjusted out of the way into the cavity of the case.

10. **Plug the power cord** into the computer, and power up the PC.

11. During the boot process, Windows will recognize the new hardware. (There is no need to use the CDs that came with the printer or graphics card. Hardware drivers were previously installed and are part of the new hard disk image.)

DVD Movie Printer Installation

1. **Open** the printer box.

2. **Remove the ink cartridges**.

3. **Remove the printer** and the foam from the box, and unpack it.

4. **Inventory the contents**. You will have a set of <u>printer cartridges</u>, a <u>paper tray</u>, <u>software CD</u>, and <u>power cord</u>. A <u>USB cable</u> and <u>sticker</u> are packaged separately.

5. **Remove** all blue <u>tape</u>, plastic <u>protective coverings</u>, and the front label <u>sticker</u>.

6. **Find the new sticker** packaged with the USB cable,
   remove its protective backing, and carefully
   put it into place where the other sticker was removed.

7. **Insert the black plastic paper holder** into the back of the printer, curved side forward, into its proper slot on the <u>back</u>, not into the paper feeder.

8. **Attach the power cable**, one end into the printer, the other in a power supply, and **press the power button** on the top of the printer. <u>Do not</u> yet plug in the USB cable.

9.

10. The printer will do a self-check and align the print head carriage. **Open the cover** and wait for the carriage to stop moving.

11. With an empty carriage, it pauses four times by the plastic arrow on the body, pointing to each empty position since all four are empty. Each time it pauses, **press the ink button** until the carriage moves to the open position on the right.

12. **Open the ink carriage** cover arm.

13. **Match the color** on the well with the color of each ink cartridge.
    Shake each cartridge, **open** each in turn, and
    press each into its proper position until it clicks.

14. **Close the ink well cover arm.**

15. **Close the printer lid.**

16. **Press the ink button** again to accept the cartridges. The printer will start a diagnostic test of the ink cartridges that have just been installed. <u>It may take several minutes to initialize.</u>

17. The printer should end up with one solid green light on the power button, indicating the printer is ready.

18. **Attach the USB cable**, one end into the back of the printer, and the other into the back of the computer.

19. Windows should recognize new hardware and install needed drivers. (You do not need the use the included CD; drivers have been pre-installed.)