

Open the document to be printed.

Go to the **File** Menu

Select **Page Setup...**

Drop down the **Format for** menu and choose a printer from the list. The **number in front of the printer's name identifies which room the printer is in.** (Fig 1)

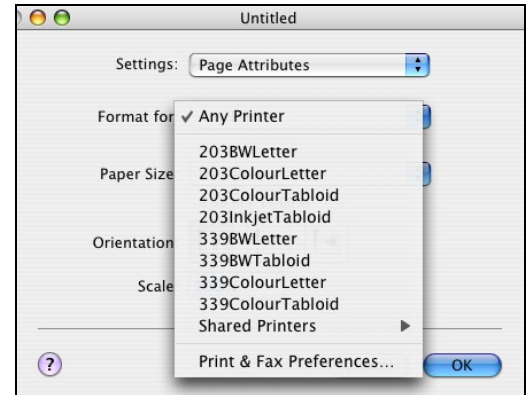


Fig.1

After choosing a printer, click on **Paper Size** and select a page size.

Click **OK**.

Next, go to the **File** menu again and select **Print...**

Make sure that the printer selected in the **Printer** menu **matches the printer previously chosen in Page Setup** (Fig 2)

Click **Print**

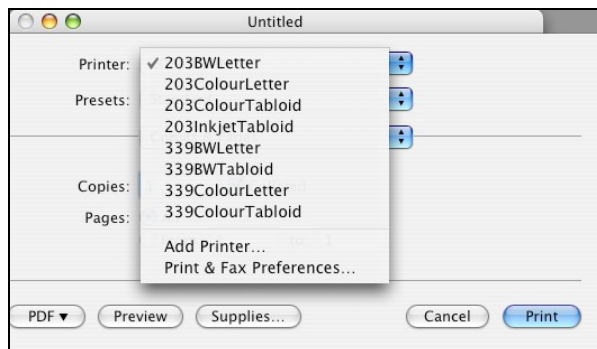


Fig.2

last update  
Sept. 2009

## PRINTER FAQS

### Locations, Paper and Prices:

#### Room 203

**203BWLetter** (letter) 5¢/copy

**203BWTabloid** (tabloid) 15¢/copy

**203ColourLetter** (letter) 60¢/copy

**203ColourTabloid** (letter, legal, tabloid)  
\$1.20/copy

**203InkjetTabloid** (tabloid) \$3.00/copy

#### Room 156

**156Laserceramic** (letter) \$1.00/copy

**156BWLaser** (letter) 5¢/copy

**156InkjetTrans** (transparencies, large-format) \$4.00/copy

#### Room 339

**339BWLetter** (letter, legal) 5¢/copy

**339ColourLetter** (letter) 60¢/copy

**339BWTabloid** (letter, tabloid) 15¢/copy

**339ColourTabloid** (tabloid paper) \$1.20