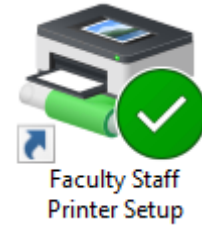


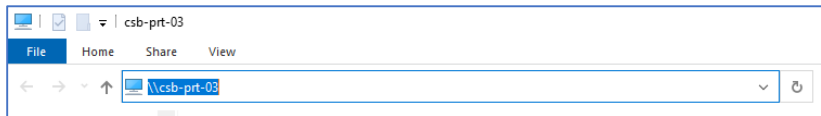
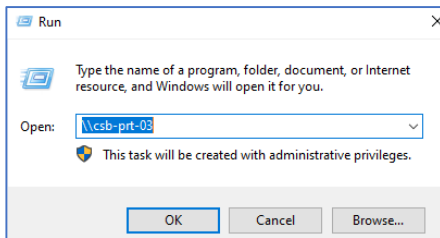
Instructions for setting up computer to print to Copiers.

Faculty and staff network printers can be found by locating the Faculty Staff Printer Setup Icon on the desktop.

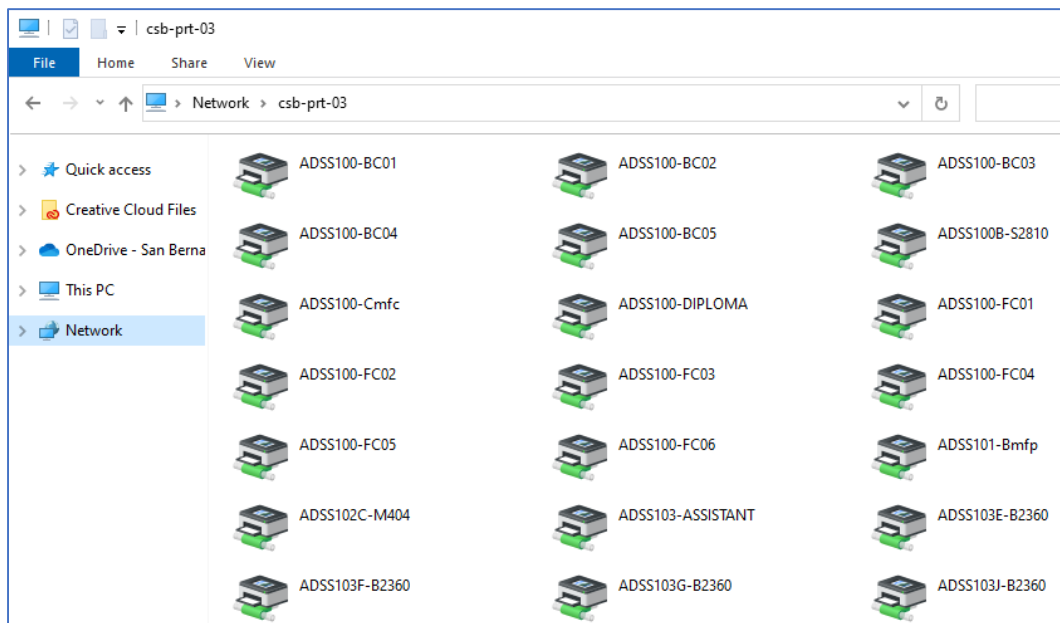


If icon is not present you will have to navigate to \\csb-prt-03 by doing the following:

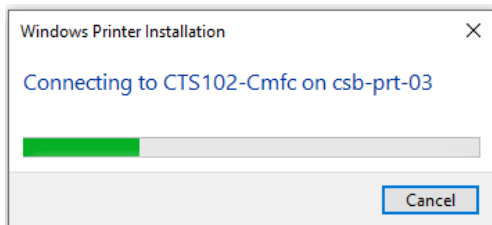
1. Open Windows File Explorer or the Run app your computer.
2. Type: \\csb-prt-03 in the address bar and hit enter.



3. The Printer Selection box will come up. Find your printer/copier in the list and Double Click on it. Devices are listed by room number. The naming convention works like this (Bldg. Room#)- Copier or printer type (Bmfc=Black Multifunction Copier) (Cmfc=Color Multifunction Copier) none copier are label by printer model.



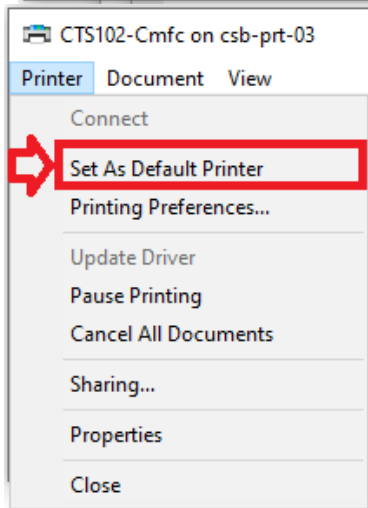
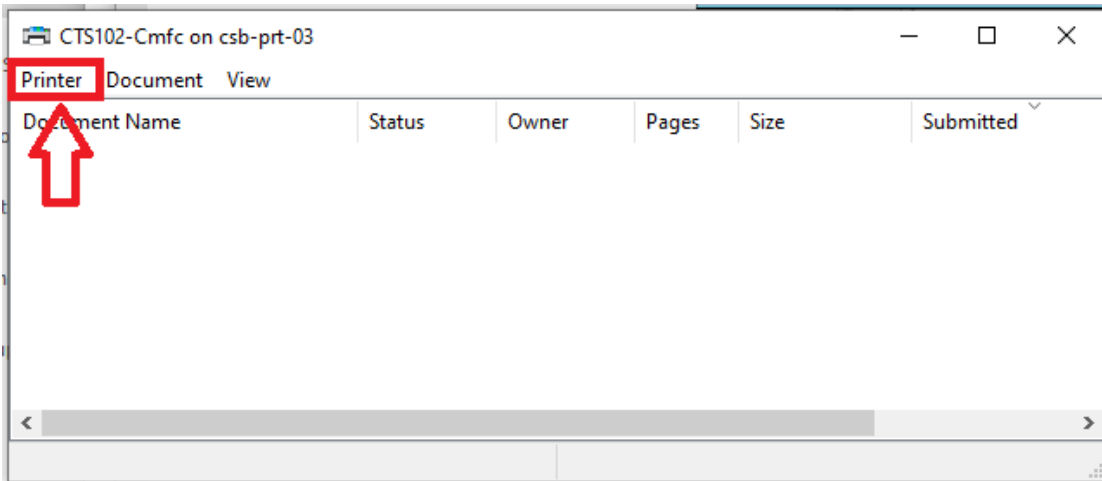
4. A box similar to the one below will come up and close after the printer is installed.



Note: This process works of your domain credential and will fail if your password has expired or you are not logged into the SBCCD network.

Instructions for setting up computer to print to Copiers.

5. To set copier as your default printer select “Default Printer” from the Printer Menu.



Color users:

You will be charged for all color copies/printouts coming from your account. The following settings will help to keep you from accidentally printing Color!

1. Access the Printer Preference settings window.
2. Click on the Gray Scale
3. Click OK

