



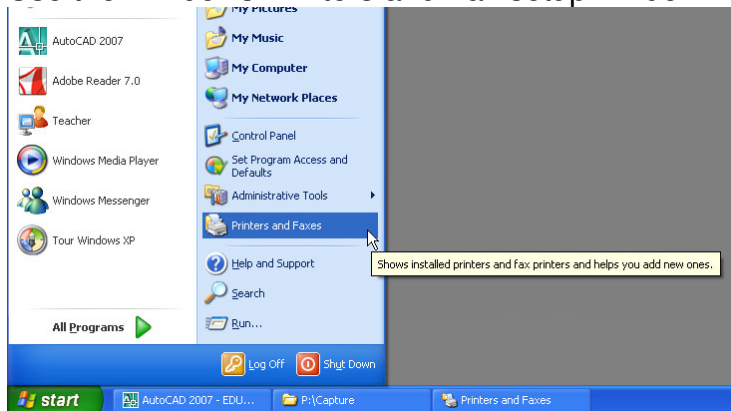
CADD Office Standards

Setting up Office Standards Lab Printers

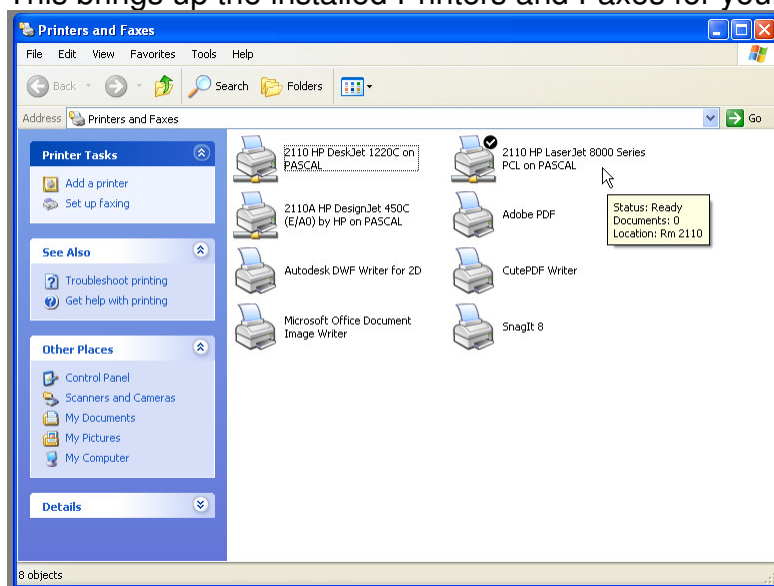
In each lab, we have access to two printers in the lab, and the large format plotter in the support room between the labs.

This example will show how to set up the printers in lab 2110. For room 2111, please make sure the correct room number is used when you select the printers.

Use the Windows Printers and Fax setup window.



This brings up the installed Printers and Faxes for your login on this computer:



Drafting / CADD Technologies Setting up Office Standards menu

If your window includes the room's laser printer, colour ink-jet (HP 1220C) and the large printer in the support room (HP 450), you are done!.

If your settings looks like this you will need to add the printers:

