

## Using the Print & Design Center Color Printers - Windows 95/98/2000/XP

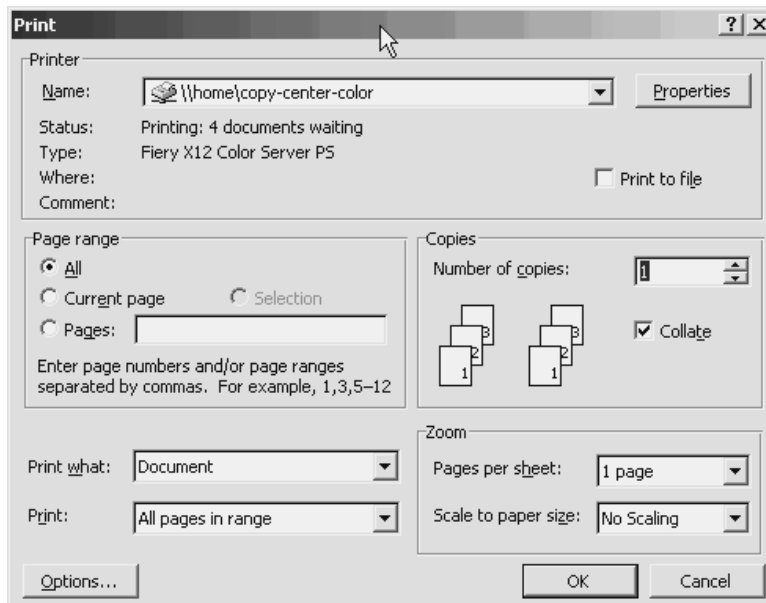
The Xerox color printers are located in the Willamette Print & Design Center (Waller Hall, First Floor, x6717). Once the setup is done on your computer, you can send jobs to the Print & Design Center directly from your computer.

If you have not already done so, please submit a **WITS Service Request** and ask for the Print & Design Center Xerox color printer setup for Windows.

### Send a Document to the Print & Design Center Color Printer

Always contact the Print and Design Center **BEFORE** you send a document to the printer. They will need some information from you (account number, number of copies, special instructions, etc.).

1. Open the document you wish to send to the printer.
2. Choose **File > Print** to display the **Print** dialog box.
3. Select **copy-center-color on home** or **Print Center DocuColor 242** from your list of printers.  
{ you may be setup for one or both of these printers; you can select either one, but choose the **DocuColor 242** if you have it }



4. Click on **Properties** to configure printing options for your document. You may have to contact the Print & Design Center for more information on configuring jobs for the Fiery printer.
5. Click **OK** to send the document to the printer.
6. Print jobs sent to the Fiery printer go into a "hold" folder.
7. The Print & Design Center will call you when your copies are ready.