**Instructions:**

1) Complete the Printing Service Work Request.

Please make sure all appropriate sections of the Work Order are complete.

Select “File - Print” designating the appropriate printer

B & W Copies – select “PRNTSVCS\_BW-1” printer

Color Copies – select “PRNTSVCS\_COLOR-1” printer

2) Open the document you want printed and select “File - Print”.

Select the appropriate printer

B & W Copies – select “PRNTSVCS\_BW-1” printer

Color Copies – select “PRNTSVCS\_COLOR-1” printer

After selecting printer, make sure the formatting of your document looks correct and select “Print”.

**After sending the Work Order and your Print File, make sure you change your printer back to your original printer!!**