Printing at COCC

How it works

When you log on to your computer, a black box pops up and automatically installs the nearest printer(s). **Do not close the box!**

- At a minimum, you will have a black and white printer installed as default.
- If a color printer is present, that will be your secondary printer.
- If your office has the new Pagewide printer, you will only have a color printer.

You do not see the black box, nor do you have any printers installed.

Call x7400 and be ready to give us your computer name. It's a white sticker on the top of the computer that usually says something like "COCC-17-12345"

How to see what printers are installed.

1. Click on the START button.
2. Click on "Devices and Printers"
3. If your printers do not look like what is explained below, call ITS at x7400.

You should see three copiers:

- Secure Print B-W on papercut
- Secure Print Color on papercut
- BLD123 Copier on papercut

You should see your printers:

- A nearby Black and White printer and it should be set as default (green checkmark)
- If there's one in your office, a color printer as your secondary printer
- NOTE – if you have a new Pagewide printer, you will only have a color printer as default.

Adding Extra Printers

Some people need additional printers added. You'll need to add them yourself. Here's how to do it:

Installing a New Printer

1. **Open your file manager app** – It's a yellow folder to the right of your START button.
2. At the top of the window is a box where you can type in an address.
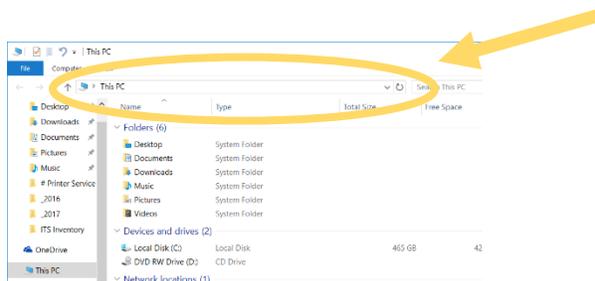
3. **Type the following in that box:**
   - **For Bend, Madras, Prineville: \\Main-PS**
   - **For Redmond: \\RDM-PS**
4. **Press ENTER** – A window will pop up, listing every printer on campus. Printers are named after their building and room (e.g. – BLD123 BW)
5. **Search for the printer you want, then double click on it.**