User Interface

Installing Network Printers:

You can select the printers that you wish to install from the list in the left list box. You can select printers from either Uris Hall or Warren Hall by clicking the tab above the left side list box (labeled Uris and Warren).

NOTE

You can select multiple printers to install by pressing and holding the Ctrl key and click on the printers you wish to install.

Once you have selected the printers to install click the button with one arrow pointing to the right, this will set the printers for installation. If you want to install all of the printers from a building click the tab for that building and click the button with double arrows pointing to the right. To perform the actual printer installations click the "Apply Changes" button.
Uninstalling Network Printers:

To uninstall a printer select it from the list in the right list box and click the button with one arrow pointing to the left, this will set the printer for deletion. If you wish to uninstall all the network printers, click the double arrow pointing to the left, once you have selected all the printers you wish to uninstall click the "Apply Changes" button.

Installing Exam Printers

The exam printers are only available during exams. Many exams in the Business School require you to print your answer sheets as well as email you answer sheet. For these exams we provide printers that are networked and located in each classroom. Upon receiving your exam room assignment (the room where you will take the exam) you are required to install the exam printer for your rooms. Some rooms may have more then one exam printer, but you will only need to install one print queue for these rooms. The print queues are configured to alternate between printers as to ease and speed up the printing process.
To install the exam printers (during exams) follow the steps above on installing network printers, but remember to only install the printers for the rooms where you will be taking exams.