

Pooling Library 6280 Color Laser Printers on your laptop

Pooling allows you to group the three Library Color Printers, allowing them to function as one. After creating a printer pool your print jobs will be directed to the **first available printer**.

- 1. Install the Library printers**

First, complete the process of installing the three library printers on your laptop by following the instructions found on the PCAD IT help website at, <http://help.pcad.edu/print-setup>.

- 2. Select the printers to be pooled**

Select one of the library printers and then click your command button to select the other two library printers. The panel on the right should now have a button to 'Create Printer Pool'.

- 3. Create the pool**

Click 'Create Printer Pool' and enter a name for the pool, e.g. 'Library Pool'. When printing a document in the library always choose the printer pool you have created for the fastest results.