Directions for printing directly to a Printing Services printer

The best quality print is achieved by printing your project directly to one of our many printers set up to meet most requirements.

For all printers except the color large format:

Step 1. Click on start, select "*search*" then "*Printers, computers or people*" then "*a printer on the network*."

Step 2. When the "Find Printers" box comes up type "sb" in the field marked "location" (if you are located within HQ's) after the last forward slash. (It should read "HQ/HQ Building/sb") If located outside HQ's type the above path into the Location box.

Step 3. Click "find now." This will display the available printers located in printing services.
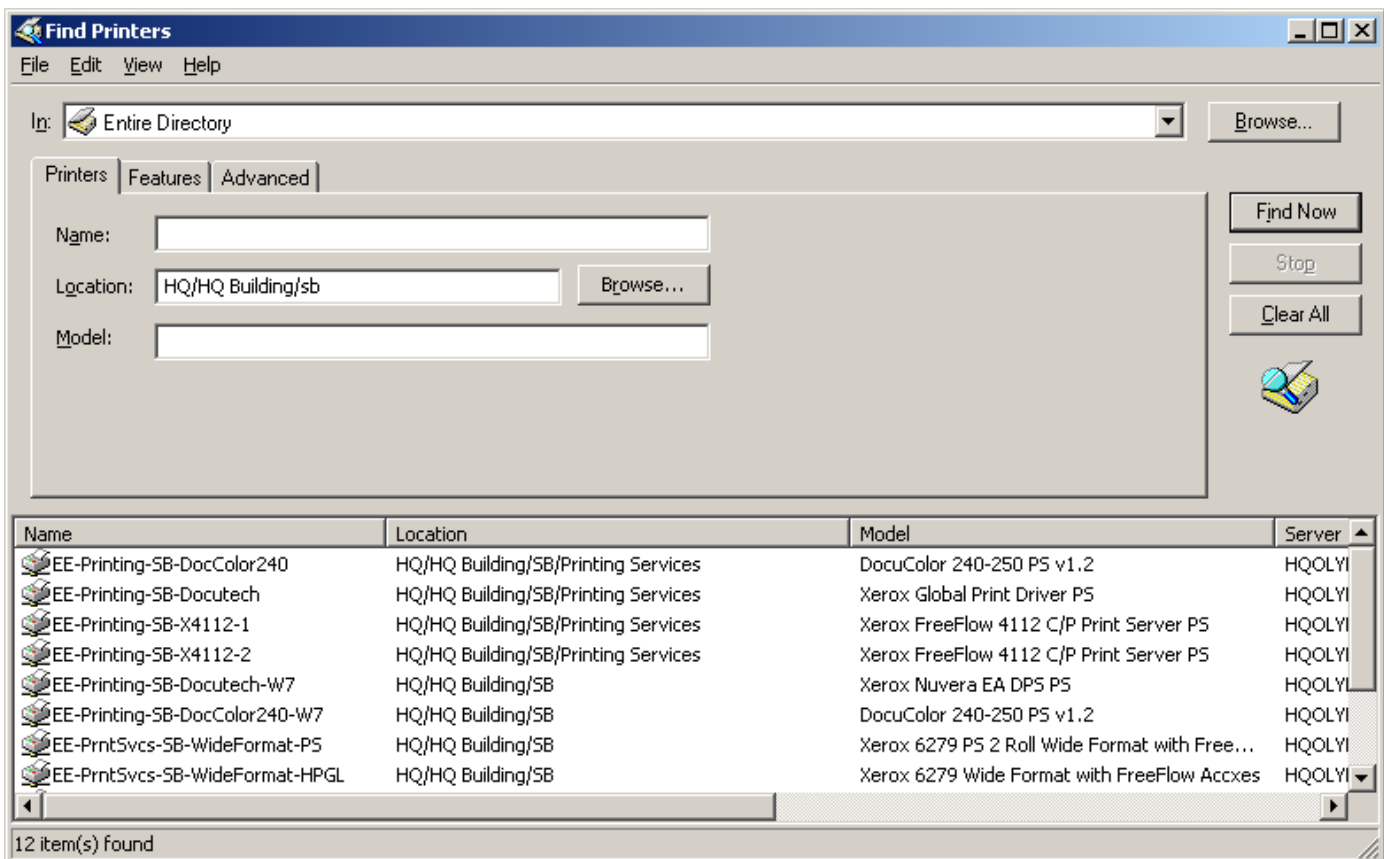
Step 4. Double click on the printer you need. Printer names containing "W7" after the name are specifically for those that have been upgraded to Windows 7.

EE-Printing-SB-DocuColor240 - for color copies no larger than 11x17.

**EE-Printing-SB-Docutech** - for high volume black & white printing, no larger than 11x17

EE-Printing-SB-X4112-1 or 2 – for the smaller black & white projects, or when you only want one copy of a large document, no larger than 11 x 17

EE-Printing-SB-WideFormat-PS- postscript files (used most often) for large format black & white copies no wider than 36"

EE-Printing-SB-WideFormat-HGPL- (CADD files) for large format black & white copies no wider than 36"
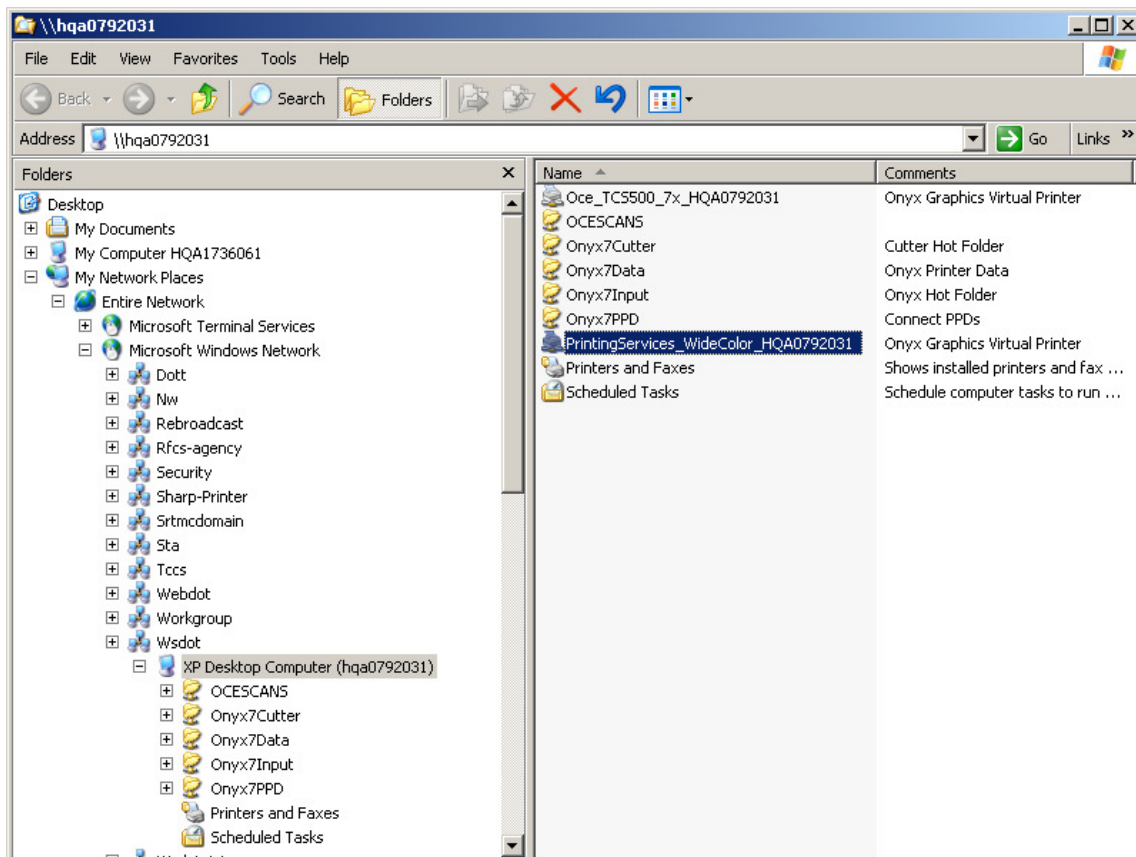
For printing or scanning images in color up to 36" wide, connect to the **Oce TCS 500** using the following instructions:

1. Click (Ctrl + click) on this link: To Printing Services Wide Format Color
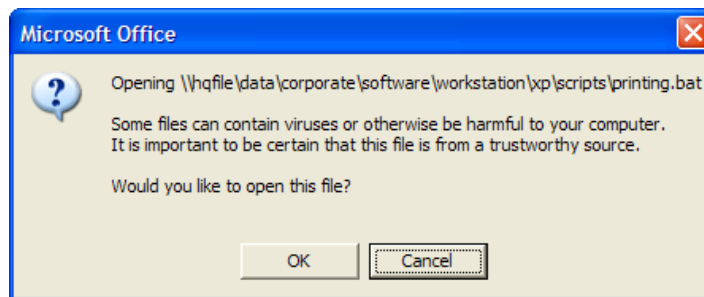
Click Ok

Now right click on PrintingServices_WideColor printer in the box that appears and choose Connect...

You will get a message that it is connecting and then you are done. You may receive a message asking if it OK to load, if you do select ok.   You are now ready to print your file.

If you need assistance in sending your files to any of our printers, please contact us. When sending your document to one of our printers please leave the "number of copies" field at 1 and we will change it when it gets here. After sending your document(s) please contact printing services, via email or phone, with your printing instructions.

Thank you!

Phone: 360-705-**7840**
Global Email: WSDOT printing services