

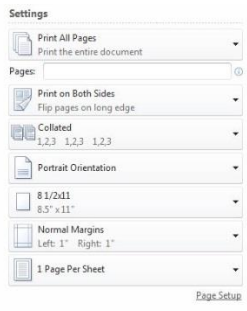
## How to Use Bulk Job Printers (Copy Room and Work Room)

1. Select either “Copy Room” or “Work Room” from your printer options as shown in the following figure

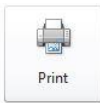


Select the appropriate printer from this window.

2. Check to make sure all printer settings are set as you prefer. See following figure.



3. Select the print button as shown in figure below.



4. Now you physically go to the selected printer (either “Copy Room” or “Work Room”) and follow the instructions on the printer screen.
  - a. You will need to input your user name (first.last) password (Phone Extension #) push login button and continue the process.