

## SCSCC Lab Printer Rules

The HP Laserjet P2055DN printer is primarily for Computer Club business and classes.

Computer Club members who wish to use the printer may print up to 10 pages at no cost during each open lab session. The club pays for the paper and printer toner. Printing for personal use beyond the 10 pages is not allowed.

The *default* printer name on the student PCs is set to “Send to One Note 2010”. This will print to a file on the PC. You can copy this file to a flash drive and take it home for high volume printing.

### **To Print to the P2055:**

Select **File > Print** from the application you are using.

In the printer name dropdown, select the following name:

**“HP LASERJET P2055” or “HP LASERJET 2050 SERIES”**

### **Saving Your Files:**

If you wish to save data from your session, save it to a removable disk such as a USB flash drive. Once the PC is turned off or re-booted, all changes, including user data, are discarded.