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](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.