

Printing at PBR

Overview

Printers at your site are automatically configured on your computer by IT when your account is set up. You do not need to add them manually — they should appear in your printer list when you go to print.

If a printer you expect to have is missing, contact IT Helpdesk at helpdesk@pbr.org.au and they will push it to your device.

Printing a Document

1. Open the document you want to print
 2. Press **Ctrl + P** (or go to **File > Print**)
 3. Select the correct printer from the dropdown list
 4. Choose your settings (number of copies, colour/black and white, single/double-sided)
 5. Click **Print**
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Setting a Default Printer

1. Click the Windows **Start** button and open **Settings**
 2. Go to **Bluetooth & devices > Printers & scanners**
 3. Click on the printer you use most often
 4. Click **Set as default**
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Printer Missing From Your List?

Contact IT Helpdesk — do not attempt to add the printer manually. IT manages printer deployment centrally and will push the correct printer to your device.

Email: helpdesk@pbr.org.au | **Portal:** helpdesk.pbr.org.au

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